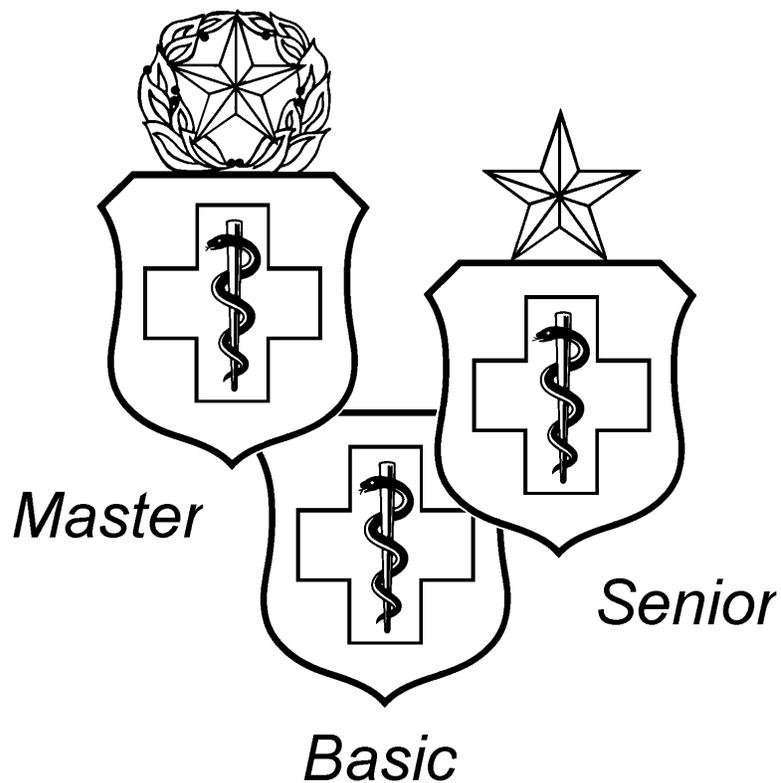


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CFETP 4Y0X1  
Parts I and II  
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AFSC 4Y0X1

DENTAL ASSISTANT SPECIALTY



CAREER FIELD  
EDUCATION AND TRAINING PLAN



**CAREER FIELD EDUCATION AND TRAINING PLAN  
DENTAL ASSISTANT SPECIALTY  
AFSC 4Y0X1**

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**CAREER FIELD EDUCATION AND TRAINING PLAN  
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*Preface*

1. This Career Field Education and Training Plan (CFETP) is a comprehensive core training document that identifies life-cycle training and education requirements, training support resources, and minimum core task requirements for the dental assistant specialty. The CFETP provides supervisors, trainers, and trainees a clear career path to success and instills rigor in unit level training.

2. This CFETP consists of two parts; both are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career progression information, duties and responsibilities, training strategies, and presents career field flowcharts; Section C associates each skill level with specialty qualifications (knowledge, education, training, experience, and other); Section D indicates resource constraints i.e., 3/5/7 level formal/OJT training. Examples include: funds, manpower, equipment, and facilities.

**NOTE: AFMAN 36-2108, Airman Classification, contains the job descriptions.**

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, core tasks, Air Education and Training Command (AETC) formal training conducted by the 882d Training Group, and correspondence and wartime course requirements. Section B provides guidance on obtaining the course objective list. This list is provided by the OPR for the selected training course. Section C identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training. These packages are indexed in AFIND 8 and are "F" distribution. Section D is a training course index supervisors can use to determine courseware available to support training. Included here are both mandatory and optional courses. Section E is designed to list MAJCOM unique requirements. At this time this section is not used. Documentation of training is outlined in Section F via the use of competency folders. This section outlines the format and documentation necessary to maintain a competency folder.

3. Using guidance provided in this CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. This plan will enable users to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

## ABBREVIATIONS/TERMS EXPLAINED

**Advanced Training (AT).** A formal course which provides individuals who are qualified in their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of an AFS.

**Air Force Dental Readiness Assurance Program (AFDRAP).** AFDRAP is designed to focus attention on USAF Dental Service programs and activities that support maintaining a high level of Air Force readiness. Includes the following program: Periodic Dental Examination, Dental Classifications, Dental Readiness Class 3 and 4 Monitoring, Dental Clearance Programs and Availability/Access to Care.

**Air Force Career Field Manager (AFCFM).** Responsible for the development, implementation, and maintenance of the CFETP, among other responsibilities, within the AFS.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Air Force Reserve (AFR).**

**Air National Guard (ANG).**

**Air Reserve Component (ARC).** Comprised of the Air National Guard and the Air Force Reserve

**Career Field Education and Training Plan (CFETP).** A comprehensive, multipurpose document that encompasses all education and training for a career field. It is a diagram for professional military and career technical development. The CFETPs singular design unites the training efforts of AETC and the using MAJCOMs to eliminate waste and thereby defend training budget requirements.

**Certification.** A formal indication of an individual's ability to perform a task to required standards.

**Continuation Training.** Additional training exceeding upgrade and qualification training requirements with emphasis on present or future duty assignments.

**Core Tasks.** Tasks Air Force Career Field Managers (AFCFMs) identify as minimum qualification requirements within an AFS. Only a percentage of critical tasks for each specialty are listed as mandatory core tasks. This gives units needed flexibility to manage their workforce training.

**Course Objective List (COL).** A publication, derived from initial/advanced skills course training standards, identifying the tasks knowledge requirements, and respective standards provided to achieve a specific skill level in this career field. Supervisors can use the COL to conduct graduate evaluations in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*.

**Exportable Training.** Additional training via computer assisted, read ahead material (paper text), interactive video, or other necessary means to supplement training. (Also referred to as distance learning).

**Individual Mobilization Augmentee (IMA).**

**Initial Skills Training.** A formal resident course which results in award of a 3-skill level AFSC.

**Major Command (MAJCOM) Functional Manager (FM).** A person appointed as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, MAJCOM FMs work with the AFCFM to develop, implement, and maintain the CFETP.

**Mirror Force.** Maximizing the mission readiness capability of the Air Force Medical Service through a combined effort of Active Duty, Reserve, and National Guard by: sharing values and principles, optimizing a total force strategy, using technology effectively and efficiently, training for joint taskings and creating a dynamic environment which maximizes everyone's potential.

**On-the-Job Training (OJT).** A training method used to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training. It is hands-on, over-the-shoulder training conducted at the duty location by a qualified trainer.

**Qualification Training (QT).** Hands-on performance-based training designed to qualify an airman in a specific duty position. This training program occurs both during and after upgrade training. It is designed to provide the performance skills training required to do the job.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit by supervisors and trainers to qualify, or aid qualification in a duty position, on a piece of equipment, or on a performance item identified for competency verification within this CFETP. QTPs establish performance standards and are designed to standardize skills verification and validation of task competency.

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that prevents training from being developed or delivered.

**Skills Training.** A formal course which results in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Specialty Training Standard (STS).** An Air Force publication that describes an AFS in terms of tasks and knowledge which an airman in that specialty should be expected to perform or to know on the job, and identifies the training provided to achieve a 3-, 5-, and 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses. It also specifies the level of proficiency that the individual is trained to in each formal course. A chart that explains proficiency requirements (see proficiency code key in part II of this CFETP) accompanies the STS to assist course developers and supervisors in determining the actual definition of each level of prescribed proficiency.

**Task Certifier.** A person whom the commander assigns to determine an individual's ability to perform a task to required standards

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements of the United States Air Force).

**Trainer.** A trained and qualified individual who teaches airmen to perform specific tasks on-the-job. The term is also used in reference to some equipment that is used to teach specific tasks.

**Upgrade Training (UGT).** A mixture of mandatory courses, task qualifications, QTPs, and CDCs required for award of the 3-, 5-, 7-, or 9-skill levels.

**Utilization and Training Workshop (U&TW).** A forum led by the AFCFM that incorporates the expertise of MAJCOM FMs, subject matter experts (SMEs), and AETC training personnel in order to determine career ladder training requirements.

**Wartime Course.** A structured course to train only essential tasks and produce the greatest number of graduates in the least amount of time. The course content is based on wartime tasks identified in the Specialty Training Standard.

## ***Section A - General Information***

**1. Purpose of the CFETP.** This CFETP provides information to career field managers, commanders, training managers, supervisors, dental officers, trainers, and the training group to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals must receive to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and continuation training. Initial skills training is the AFS specific training an individual receives upon entry into this specialty that results in the award of the 3-skill level. For our career field, this initial training is provided by AETC through the 882d Training Group, 381st Training Squadron, Sheppard AFB TX. UGT identifies the mandatory courses, task qualification requirements, and correspondence course completion required for award of the 3-, 5-, 7-, and 9-skill levels. QT is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge training required to do the job. Advanced training is formal AFS training used for selected airmen. Continuation training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to 3-, 5-, 7-, or 9-skill level personnel to increase their skills and knowledge beyond the minimum required. This CFETP:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate points in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in this specialty and recommends training and education throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints which impact full implementation of the desired career field training program.

**2. Use of the CFETP.** This plan will be used by all levels of supervisory and management personnel to ensure comprehensive and cohesive training programs are available/instituted for each individual in the specialty.

2.1. The Air Force Career Field Manager (AFCFM) will maintain the CFETP. The AFCFM, MAJCOM FMs, and AETC personnel will review the CFETP annually to ensure currency and accuracy. MAJCOMs must make sure training isn't developed that can be satisfied by existing courses. Personnel at all levels must use this plan to ensure a comprehensive and cohesive training program is available and instituted for each individual in the AFS.

2.2. AETC Training personnel will develop/revise formal resident and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop plans for obtaining resources needed to provide the identified training.

2.3. The MAJCOM/FMs will ensure their training programs complement the CFETP mandatory initial skills and UGT requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFS must be identified for inclusion in this plan and must not duplicate already available training.

2.4. The 381 TRS/XWAA, at 917 Missile Road, Sheppard AFB TX 76311-2246, will develop and revise QTPs according to the priorities assigned by the AFCFM and with the resources available to the 381 TRS.

2.5. Each individual entering this career field will complete the mandatory training requirements specified for them in this plan. For a listing of the mandatory courses individuals must attend refer to Part II, Section D.

**3. Coordination and Approval of the CFETP.** The AFCFM is the approval authority for the CFETP. MAJCOM/FMs and AETC training personnel will identify and coordinate through proper channels all initial and subsequent changes to the CFETP to ensure currency and accuracy.

## ***Section B - Career Field Progression and Information***

### **4. Specialty Descriptions.**

#### **4.1. Dental Superintendent and Chief Enlisted Manager (CEM).**

**4.1.1. Specialty Summary.** Manages dental functions and assists the dental squadron commander (DSC) (or equivalent) in managing and operating the dental activity. Related DoD Occupational Subgroup: 330.

#### **4.1.2. Duties and Responsibilities.**

**4.1.2.1. *Performs dental administrative duties.*** Reviews correspondence, reports, and records for accuracy. Develops, manages, and conducts self-assessments, hazard communication, and dental training programs. Manages manpower and staffing issues.

**4.1.2.2. *Inspects and evaluates dental activities.*** Inspects and evaluates administrative and paraprofessional practices used in the dental service. Reports deficiencies and outstanding accomplishments to the DSC (or equivalent). Interprets inspection findings and recommends corrective action. Consults and coordinates with the DSC (or equivalent) for improving dental clinic administrative and paraprofessional procedures. Institutes corrective action to ensure adequacy and compliance. Implements quality initiatives.

#### **4.2. Dental Assistant Apprentice, Journeyman, and Craftsman.**

**4.2.1. Specialty Summary.** Performs paraprofessional tasks and duties. Coordinates dental assistant functions and assists the DSC (or equivalent) in the operation of the dental activity. Related DoD Occupational Subgroup: 330.

#### **4.2.2. Duties and Responsibilities.**

**4.2.2.1. *Assists dental officer in treating patients.*** Receives patient, examines dental record, and prepares patient for treatment. Adjusts dental chair, selects, arranges, and prepares instruments and medications. Takes and records blood pressure. Assists in managing emergency procedures. Retracts tissues and maintains clear operating field. Prepares materials for making impressions and restoring defective teeth. Records entries in individual dental records indicating oral health condition and treatment accomplished.

**4.2.2.2. *Performs preventive dentistry duties.*** Performs oral prophylaxis and scaling procedures using dental hand/ultrasonic instruments and oral hygiene aids. Applies anticariogenic agents and materials and places sealants. Polishes restorations and instructs patients in dental health maintenance. Assists in planning, developing, and conducting comprehensive preventive dentistry programs.

4.2.2.3. *Exposes and processes dental radiographs.* Adjusts radiographic machine, places film in proper position, and exposes intraoral films. Places patient in proper position for extraoral radiograph and exposes film. Processes, labels, and mounts film. Duplicates dental radiographs. Practices and enforces radiation safety standards.

4.2.2.4. *Engages in general dental duties.* Follows infection control procedures and guidelines. Cleans, sterilizes, and sharpens dental instruments. Tests sterilizing equipment. Cleans, lubricates, and makes minor adjustments to dental equipment. Performs daily inspections and user maintenance on dental equipment. Practices and enforces safety standards.

4.2.2.5. *Performs dental administrative and materiel duties.* Maintains dental health records, filing systems, and publications. Reviews correspondence, reports, and records for accuracy. Develops, manages, and conducts self-assessments, hazard communication, and dental training programs. Manages and documents data affecting dental manpower reapplication, quality assurance, and accreditation. Performs dental materiel functions related to procurement, custodial responsibilities, and budgeting. Maintains, and disposes of dental supplies and equipment. Performs dental data processing.

4.2.2.6. *Inspects and evaluates dental activities.* Inspects and evaluates administrative and paraprofessional practices used in the dental service. Reports deficiencies and outstanding accomplishments to the supervisor or DSC (or equivalent) as appropriate. Interprets inspection findings, and recommends corrective action. Consults and coordinates with the DSC (or equivalent) for improving dental clinic administrative and paraprofessional procedures. Institutes corrective action to ensure adequacy and compliance.

**5. Skill/Career Progression.** Timely training and progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at appropriate points in their careers. Supervisors may use this area as a guide for general counseling sessions. The following narrative and the *AFSC 4YOXI Career Field Development Flowcharts* identify career/skill progression.

**5.1. Apprentice (3) Level.** After completing initial skills training, an apprentice works with qualified assistants and dentists to enhance his or her knowledge and skills. The apprentice will enter upgrade training using the Career Development Course and Qualification Training to progress in the career field. Minimum training times will be a total of 9 months for retrainees and 15 months for normal upgrade training. Primary emphasis in training should be on chairside assisting, dental radiology, and patient records and reception. Tasks taught during initial skills training and performed on the job will be certified at the member's first duty station. Individuals will participate in ongoing dental continuing education programs to expand their knowledge and skills. Apprentices should devote their full time to learning the specialty.

**5.2. Journeyman (5) Level.** Once upgraded to the 5-skill level, journeymen enter into continuation training. Journeymen may be assigned duties in various functional areas such as general dentistry, dental specialty areas, dental radiology, preventive dentistry, and patient records and reception. Duty position rotations are necessary to adequately train and certify journeymen. Journeymen should consider becoming nationally certified by the American Dental Assistants Association, and continue their education towards a Community College of the Air Force (CCAF) degree. Attending computer training would be beneficial. Individuals will attend the Airmen Leadership School (ALS) after 48 months in the Air Force. Individuals must attend the 7-skill level resident course before upgrading to the 7-skill level. Qualified journeymen are eligible to retrain into the Dental Laboratory career field. Supervisors are highly encouraged to provide some dental laboratory training to individuals demonstrating ability and interest in retraining.

**NOTE:** Prior to attending the Dental Craftsman course, journeymen must be certified on all STS core tasks and duty position training not provided by AETC.

**5.3. Craftsman (7) Level.** A craftsman is expected to be knowledgeable and highly skilled in a wide variety of patient treatment procedures and patient administration duties. Seven-levels are the primary trainers of those trainees working toward advancement to the 5- and 7-skill levels. They can also expect to fill various supervisory and management positions. Craftsmen are eligible for special duty assignments such as Instructor Duty or the Dental Investigation Service (DIS). Craftsmen must become knowledgeable on management of resources (budget and manpower). Continued education through CCAF and higher degree programs is encouraged. When promoted to TSgt, individuals will complete the Noncommissioned Officer Academy.

**5.4. Superintendent (9) Level.** Before attaining the 9-skill level, individuals must be a SMSgt and complete the Senior Noncommissioned Officer Academy, in residence. A 9-skill level is expected to fill positions such as dental clinic or dental laboratory superintendent. Additional experience in areas of budget, resources, and personnel management should be pursued. Enrollment in higher degree programs is appropriate.

**6. Training Decisions.** This CFETP uses a building block approach to encompass the entire spectrum of training requirements for the Dental Assistant Career Field. This spectrum includes a strategy for when, where, and how to meet these training requirements. We have used this strategy to develop affordable training, eliminate duplication, and prevent a fragmented approach to training. The following decisions regarding training within the 4Y0X1 Dental Assistant Career Field were made at the combined Dental Assistant/Dental Laboratory Utilization and Training Workshop, 15-17 April 99.

**6.1. Initial Skills.** (3-level training) Added task to STS elements 1b(2)(c) *Mirror Force*, 1b(2)(d) *Air Reserve Component (ARC)*, 1b(2)(e) *ARC Career Progression*, 4a(3)(a) *Assist with written requests for medical service consultations*, 4p(1) *Periodic Dental Examinations*, 5e(4)(b) *DIPSC procedures*, 8f(2) *Assist with examination, screening and preliminary diagnosis procedures*, 9l *Principles of digital radiography*, and 14m *Determine and conduct ARC training requirements*. The War Time Course was updated to mirror the 3-level course. Training proficiency codes were changed on STS elements 9f(3) *Expose radiographs using bisecting angle technique* and 11f(3) *Store/turn in disposable items for destruction such as needles, blades and syringes*. No tasks were deleted.

**6.2. Five-Level Upgrade Requirements.** Additional training required in STS elements 1b(4)(c) *Duties of 4Y071/2*, 1b(4)(d) *Duties of 4Y090/CEM 4Y000*, 4p *Manage aspects of the Air Force Readiness Assurance Program (AFDRAP)* with four subtasks and 14m *Determine and conduct ARC training requirements*. The knowledge proficiency tasks 7c(17) *Make occlusal registrations*, 7c(18) *Clean and polish removable appliances*, 7c(19) *Fabricate interim restorations*, and 9l *Principles of digital radiography* and were added as additional training requirements. Training proficiency codes were changed on STS elements 8f(2) *Assist with examination, screening and preliminary diagnosis procedures*, 9f(3) *Expose radiographs using bisecting angle technique*, and 11f(3) *Store/turn in disposable items for destruction such as needles, blades and syringes*. Added core task requirements for STS elements 7c(15) *Pour, trim and polish study casts*, 7c(16) *Fabricate custom trays*, 7c(17) *Make occlusal registrations*, 7c(18) *Clean and polish removable appliance*, and 7c(19) *Fabricate interim restorations*. Delete tasks requiring training in ARC annual training requirements and dental clinic process improvement opportunities. Deleted core task requirements for tasks 7c(2)(c) *Assemble matrix*, 7c(4) *Seat, drape and dismiss patient*, and 7c(5)(a) *Perform hypertension screening*.

**6.3. Seven-Level Upgrade Training Requirements.** Additional training required in tasks 12c *Locate required information in publications*, 13b *Evaluate work methods and performance standards*, 13d *Evaluate performance of personnel*, and 13g *Initiate action to correct substandard performance by personnel*. Added core task requirements to STS elements 13b *Evaluate work methods and performance standards*, 13d *Evaluate performance of personnel*, and 13g *Initiate action to correct substandard performance by personnel*. Core task requirements for STS element 10 *Preventive Dentistry* subtasks changed from five-level to seven-level. Deleted task requiring training in dental clinic process improvement opportunities. Also, deleted core task requirements for tasks 14k *Conduct continuing education programs*, 14l *Conduct ancillary training programs*, and 14m *Determine and conduct ARC training requirements*.

**6.4. Proficiency Training.** One deletion was made to the present QTP requirements. Deleted QTP requirement 12c *Locate required information in publications*.

**7. Community College of the Air Force (CCAF).** Enrollment in CCAF occurs automatically upon completion of basic military training. CCAF provides the opportunity to obtain an

Associates in Applied Science Degree. Contact base education office for more information. In addition to the associate degree program, CCAF offers the following:

**7.1. Occupational Instructor Certificate.** Upon completion of instructor qualification training consisting of an instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an Occupational Instructor.

**7.2. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

**7.3. Degree Requirements.** Upon completion of basic military training and assignment to an AFS field, active duty, ANG, and AFRES enlisted members are automatically enrolled in the degree program designed for their career field. The following are examples of degree requirements:

<i>Subject</i>	<i>Semester Hours</i>
Technical Education .....	24
Leadership, Management, and Military Studies .....	6
Physical Education.....	4
General Education .....	15
Program Elective .....	15
Technical Education: Leadership, Management, and Military Studies; or General Education	
Total Requirements .....	64

**7.3.1. Technical Education (24 Semester Hours).** A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours from Technical Core/Technical Elective subject/courses. Requests to substitute subjects/courses must be approved in advance by the Services Branch at CCAF.

Technical Core

<i>Subject/Courses</i>	<i>Semester Hours</i>
Dental Sciences .....	6
CCAF Internship .....	16
Oral Radiology .....	3
Dental Clinical Phase and Procedures.....	9
Preventive Dentistry Sciences .....	3

Technical Electives

<i>Subject/Courses</i>	<i>Maximum Semester Hours</i>
Advanced Dental Hygiene.....	9
AF Enlisted Professional Military Education .....	12
Medical Readiness .....	3
Computer Science.....	6
Dental Administrative Procedures .....	6
Emergency Medicine .....	3
General Biology.....	4
General Chemistry .....	4
General Psychology .....	3
Human Anatomy and Physiology .....	4

7.3.2. **Leadership, Management, and Military Studies (LMMS)** (6 Semester Hours). Professional military education and/or management courses. The preferred method of completing Leadership, Management, and Military Studies is through attendance at an Airman Leadership School, Major Command NCO Academy, and/or Air Force Senior NCO Academy. However, civilian courses that emphasize fundamentals of managing human or material resources may also be applicable.

7.3.3. **Physical Education** (4 Semester Hours). This requirement is satisfied by completion of basic military training.

7.3.4. **General Education** (15 Semester Hours). This requirement is satisfied by application of courses accepted in transfer or by testing credit. The following is a specific breakout of requirements:

<i>Subjects/Courses</i>	<i>Semester Hours</i>
Oral Communication.....	3
Speech	
Written Communication.....	3
English Composition	
Mathematics .....	3
Intermediate algebra or a college-level mathematics course is required.	
If an acceptable mathematics course is applied as a Technical or Program Elective, a natural science course meeting GER application criteria may be applied as a General Education Requirement.	
Social Sciences .....	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	
Humanities .....	3
Fine Arts (History, Criticism, and Appreciation), Foreign language, Literature, Philosophy, Religion	

7.3.5. **Program Elective** (15 Semester Hours): The Program Elective requirement is satisfied with applicable Technical Education, Leadership, Management, and Military Studies, or General Education subjects/courses, including natural sciences courses meeting General Education requirements application criteria. A maximum of six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied.

7.3.6. Examinations and ECI courses listed in figure 1-1 are available free to Air Force personnel through the Base Education Center. CCAF will apply up to 30 semester hours of examination credit toward degree requirements. Like letters or numbers in the last column of each grouping indicate duplicate exams. For example, the letter “C” for SE 531, Organizational Behavior, and 429, Organizational Behavior, indicates duplication.

7.4 **Additional Off-Duty Education.** Is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

Subject Area Course/Exam	SEM HRS	ECI	CLEP GEN	CLEP SUB	DSST	ACT/ PEP	DUP
<b>TECNICAL COURSES</b>							
COURSE 6 CMD NCOA	5	X					
COURSE 5 SNCOA	5	X					
TEST 3 NATURAL SCIENCE	6		X				
TF 013 GEN CHEMISTRY	6			X			
TF 014 GEN PSYCH	3			X			
TB 054 GEN BIOLOGY	6			X			
TA 060 INTRO SYS & COMPUTER APPLN	3			X			
SF 536 INTRO COMPUTERS W PRGM/BASIC	3				X		
506 ANATOMY & PHYSIOLOGY	3					X	
<b>LEADERSHIP, MANAGEMENT, &amp; MILITARY STUDIES</b>							
COURSE 6 CMD NCOA	5	X					
COURSE 5 SNCOA	5	X					
COURSE 50 HIST OF AIR POWER	2	X					
TD 018 INTRODUCTION TO MGT	3			X			A
SF 530 PER/HUMAN RESOURCE MGT	3				X		B
SE 531 ORGANIZATIONAL BEHAVIOR	3						C
429 ORGANIZATIONAL BEHAVIOR	3					X	C
SE 532 PRIN OF SUPERVISION	3				X		
430 PRIN OF MGT	3					X	A
482 PERS MGT	3					X	B
<b>GENERAL ED ORAL COMMUNICATION</b>							
SE 815 PRIN OF PUBLIC SPEAKING	3				X		
<b>GENERAL ED WRITTEN COMMUNICATION</b>							
TEST 1 ENGLISH COMP W/WO ESSAY	6		X				D
TC 035 FRESHMAN ENGLISH	6			X			D
TC 045 COLLEGE COMP	6			X			D
<b>GENERAL ED MATHEMATICS</b>							
TEST 5	6		X				
TE 006 COLLEGE ALGEBRA	3			X			E
TE 007 COLLEGE ALGEBRA-TRIG	4			X			E,F
TB 028 TRIGONOMETRY	3			X			F
TB 053 CALC E/ELEM FUNCTIONS	6				X		
SE 450 PRIN OF STATS	3				X		G
450 STATS	3					G	G
<b>GENERAL ED NATURAL SCIENCE (IF GEN ED MATH TECH)</b>							
TEST 3 NATURAL SCIENCE	6		X				H,J
TF 013 GEN CHEMISTRY	6			X			I
TB 054 GEN BIOLOGY	6			X			
SF 500 ASTRONOMY	3				X		
SF 512 PRIN OF PHYS SCIENCE 1	3				X		H
SE 519 PHYS GEOLOGY	3				X		
SD 520 GEOLOGY II	3				X		J
458 PHYS GEOLOGY	3				X		J
506 ANATOMY AND PHYSIOLOGY	3					X	
558 MICROBIOLOGY	3					X	

**Figure 7-1, List of Examinations and ECI Courses for CCAF Degree Requirements**

Subject Area Course/Exam	SEM HRS	ECI	CLEP GEN	CLEP SUB	DSST	ACT/ PEP	DUP
<b>GENERAL ED SOCIAL SCIENCE</b>							
TEST 2 SOCIAL SCIENCE & HIST	6		X				
TE 001 AMERICAN GOVT	3			X			
FT 014 GEN PSYCH	3			X			
TD 017 HUMAN GROWTH & DEV	3			X			
TD 036 INTRO MACROECONOMICS	3			X			
TC 037 INTOR MICROECONOMICS	3			X			
TF 039 INTRO SOCIOLOGY	3			X			
TS 055 AMERICAN HIST	3			X			
TB 056 AMERICAN HIST 1865 TO PRESENT	3			X			
TB WEST CIV TO 1648	3			X			
TB WEST CIV TO 1648 TO PRESENT	3			X			
SE 465 CONTEMP W EUROPE: 1946-90	3				X		
SE 469 INTRO TO MODERN MIDDLE EAST	3				X		
SE 470 GEOGRAPHY	3				X		
SE 473 HIST OF THE VIETNAM WAR	3				X		
SE 476 WAR & PEACE IN NUCLEAR AGE	3				X		
SE 490 LIFESPAN DEV PSYCH	3				X		
SF 494 GEN ANTHROPOLOGY	3				X		
459 ABNORMAL PSYCH	3					X	
<b>GENERAL ED HUMANITIES</b>							
TEST 4 HUMANITIES	6		X				M
TC 003 AMERICAN LIT	6			X			
TD 004 ANALY & INTPN OF LIT	6			X			M
TD 004 ENGLISH LIT	6			X			
TC 050 FRENCH: LEVEL I & II	*			X			N,O
TC 051 GERMAN: LEVEL I & II	*			X			P,Q
TC 052 SPANISH: LEVEL I & II	*			X			
SE 461 ART IN THE WEST WORLD	3				X		
SE 474 ETHICS IN AMERICA	3				X		
SE 496 INTRO TO WORLD RELIGIONS	3				X		
SG 579 BEGIN GERMAN I	3				X		N
SG 580 BEGIN GERMAN II	3				X		O
SE BEGIN SPANISH I	3				X		P
SE BEGIN SPANISH II	3				X		Q
SE BEGIN ITALIAN I	3				X		

ECI courses do apply toward the 30-semester-hour limitation for examination credit.

\*Worth 6 or 12 semester hours depending o passing score.

**Figure 7-1 (cont), List of Examinations and ECI Courses for CCAF Degree Requirements**

## 8. Career Field Path.

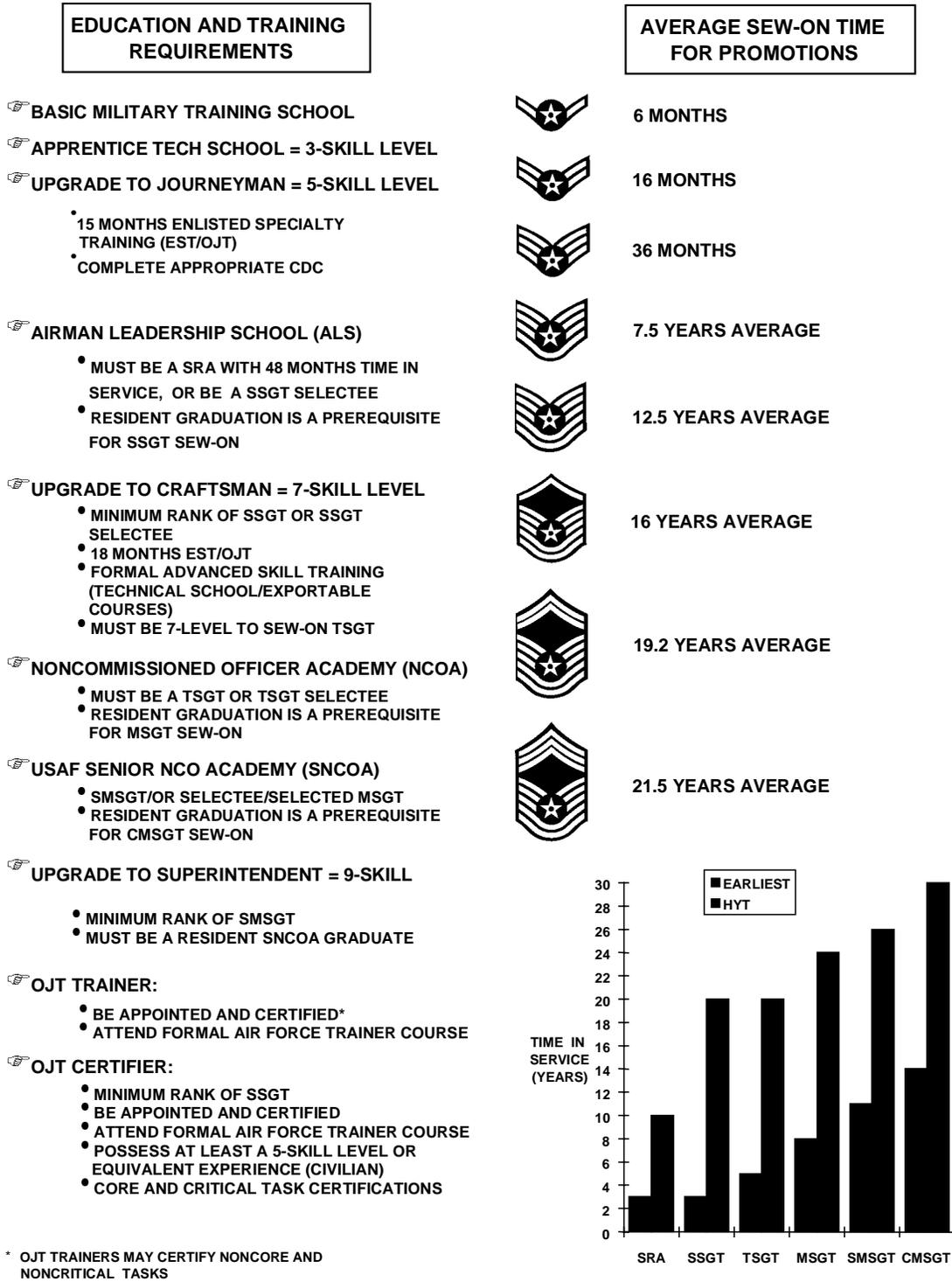
### 8.1. Manpower Table.

	MSgt	TSgt	SSgt	SrA
4Y0X1 Total	146	223	499	505

	CMSgt	SMSgt
4Y0X0 Total	21	46

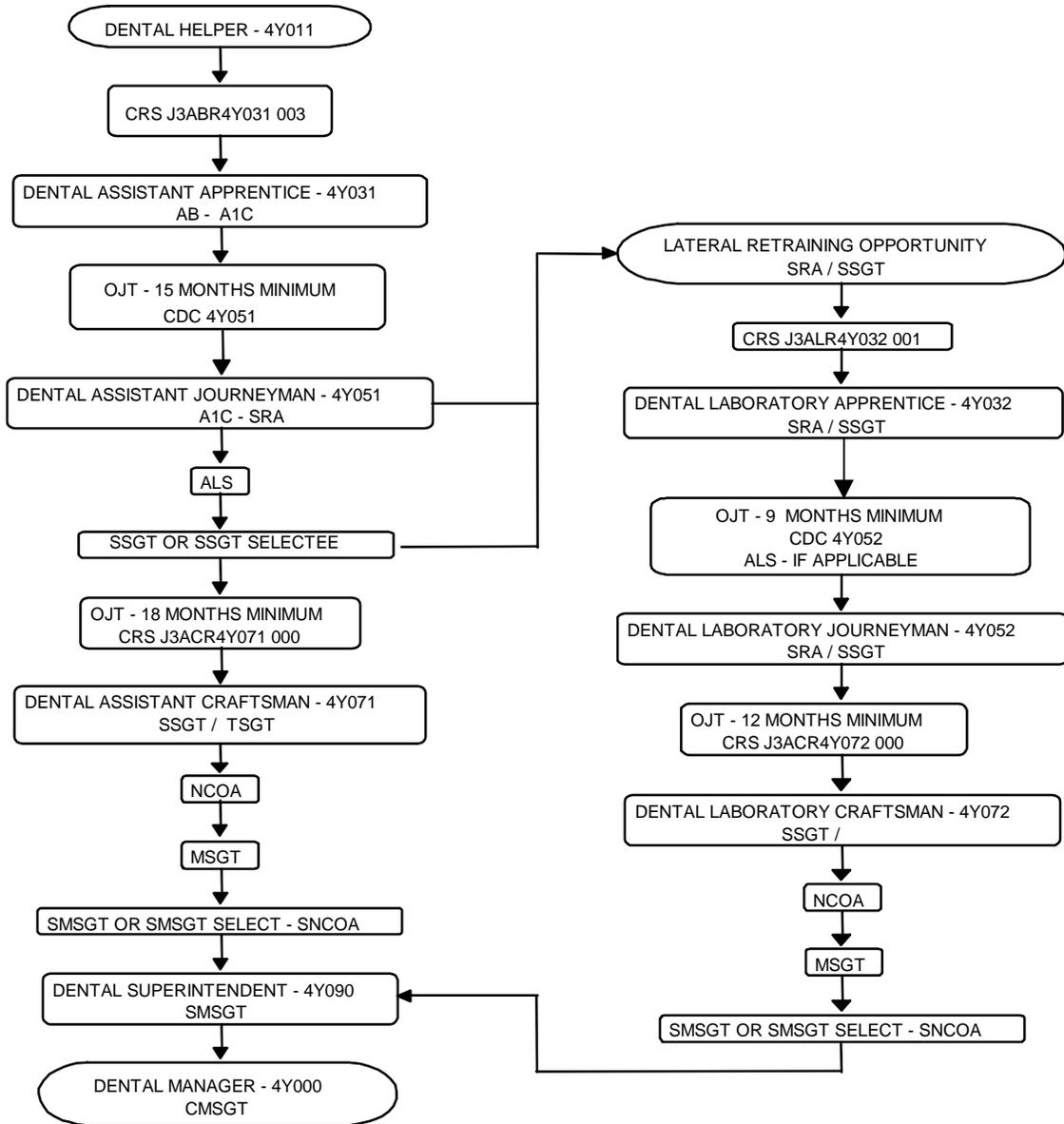
8.2. **Career Field Flowcharts.** Charts depicting this specialty's career path are presented on the following pages. The enlisted education and training path (figure 8-1) illustrates when training is required for each skill level within this specialty. Figure 8-2 provides additional career progression information in standard flow chart design. Figure 8-3 charts the Air Reserve Component Enlisted Education and Training Path.

## ACTIVE DUTY EDUCATION AND TRAINING PATH



**Figure 8-1, Enlisted Education and Training Path**

**DENTAL ASSISTANT AND DENTAL LABORATORY  
TRAINING AND CAREER PROGRESSION**



**Figure 8-2, Dental Assistant and Dental Laboratory Training Career Progression**

Enlisted and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-on	Earliest Sew-on	High Year of Tenure
<b>Basic Military Training School</b>				
<b>Apprentice Technical School</b> (3-skill level)	Amn A1C	6 months 16 months		
<b>Upgrade to Journeyman</b> (5-skill level) -Minimum 15 months on-the-job training -Complete appropriate CDC if/when available	A1C SrA	16 months 3 years	28 months	
<b>Airman Leadership School (ALS)</b> -Must be a SrA with 48 months time in service -ALS/Correspondence Course required to sew-on SSgt (N/A for ANG)	<b>Trainer</b> -Must attend the formal AF Training course and be appointed by Commander -Trainers must be qualified and certified on tasks to be trained			
<b>Upgrade to Craftsman</b> (7-skill level) -Minimum rank of SSgt -Minimum 18 months OJT -Complete appropriate CDC if/when available -Advanced technical school	SSgt	4.5 years	3 years	33 years
<b>Retrainees</b> -Minimum 9 months for 5 level -Minimum 16 months for 7-level upgrade training	<b>Certifier</b> -SSgt with a 5-skill level or civilian equivalent -Attend formal AF certifier course and be appointed by Commander -Be a person other than the trainer (Core and Critical tasks only)			
<b>Noncommissioned Officer Academy (NCOA)</b> -Must be a SSgt or TSgt -Resident/correspondence is a prerequisite to sew-on MSgt (N/A for ANG)	TSgt  MSgt	8.2 years  13.1 years	5 years  8 years	33 years  33years
<b>USAF Senior NCO Academy (SNCOA)</b> -Must be a SMSgt or a selected MSgt -Resident/correspondence is a prerequisite to sew-on SMSgt (N/A for ANG)	SMSgt	18 years	11 years	33 years
<b>Upgrade to Superintendent</b> (9-skill level) -Minimum rank of SMSgt -Must Complete SNCOA (N/A for ANG)	CMSgt	21.4 years	14 years	33 years

**Figure 8-3, Air Reserve Component Enlisted Education and Training Path**

## ***Section C - Skill Level Training Defined***

**9. Purpose.** Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Section A, of this CFETP.

**10. Specialty Qualifications.** Located in AFMAN 36-2108, attachment 33.

### **10.1 Apprentice (3-Level) Training.**

#### **10.1.1. Specialty Qualifications.**

10.1.1.1. **Knowledge.** Knowledge is mandatory in: oral and dental anatomy; fundamentals of physiology; dental therapeutics; sterile techniques; emergency dental care; oral hygiene; dental materials; instruments; dental treatment room procedures; medicines; systemic diseases; oral prophylaxis techniques; dental radiology and preventive dentistry programs; infection control procedures; dental administration; equipment maintenance; and physical properties of dental materials.

10.1.1.2. **Education.** Completion of high school with courses in biology and chemistry is desirable for entry into this specialty.

10.1.1.3. **Training.** Completion of a basic dental assistant course is mandatory for award of AFSC 4Y031.

10.1.1.4. **Other.** Must be 18 years of age. Normal color vision is mandatory for entry into this specialty. Mandatory general aptitude score of 43 from the Armed Services Vocational Aptitude Battery (ASVAB) and the ability to lift at least 40 lbs.

10.1.2. **Training Sources/Resources.** Completion of Course J3ABR4Y031 003, Dental Assistant Apprentice (PDS Code 164) at Sheppard AFB, TX satisfies the training requirements specified in the specialty qualification section (above) for award of the 3-skill level.

10.1.3. **Implementation.** Apprentice (3-skill level) training begins with entry in the Dental Assistant Apprentice course. Satisfactory completion of the course awards the 3-skill level. Job qualification training starts when graduates are assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties he or she is not qualified to perform.

## **10.2. Journeyman (5-Skill Level) Training.**

### **10.2.1. Specialty Qualifications.**

10.2.1.1. **Knowledge and Education.** The same knowledge and education requirements for the apprentice apply to the journeyman.

10.2.1.2. **Training.** An apprentice must complete the following actions for award of the 5-skill level AFSC:

- Complete CDC 4Y051 A & B.
- Become certified on all STS core tasks identified with a ⑤ in column 1 of the STS.
- Become certified on all STS tasks for the assigned duty position.
- Complete at least 15 months OJT.

10.2.1.3. **Experience.** Qualification in and possession of AFSC 4Y031. Also, experience in functions such as taking dental radiographs, maintaining dental equipment, performing oral prophylaxis procedures, and assisting the dental officer in patient treatment.

10.2.2. **Training Sources/Resources.** Completion of CDC 4Y051 A & B, Dental Assistant Journeyman, satisfies the knowledge requirements specified in the specialty qualification section (above) for award of the 5-skill level. The STS identifies all the core tasks required for qualification. Upgrade and qualification training are provided by qualified trainers using available resources. QTPs mandatory for use are obtained through normal publication channels in accordance with the procedures in AFIND 8. A list of all QTPs and training courses is at Part II, Sections C and D, respectively, of this CFETP.

10.2.3. **Implementation.** Entry into 5-skill level upgrade training is initiated immediately upon graduate's arrival at his or her duty station. Qualification training is initiated anytime an individual is assigned duties he or she is not qualified to perform. QTPs are used concurrently to obtain necessary duty position qualifications.

## **10.3. Craftsman (7-Skill Level) Training.**

### **10.3.1. Specialty Qualifications.**

10.3.1.1. **Knowledge and Education.** The same knowledge and education requirements for the apprentice apply to the craftsman.

10.3.1.2. **Training.** A journeyman must complete the following actions for award of the 7-skill level AFSC:

- Become certified on all STS core tasks identified with a ⑦ in column 1 of the STS.
- Become certified on all STS tasks for the assigned duty position.
- Complete technical school course J3ACR4Y071 000, Dental Craftsman.
- Complete at least 18 months OJT.

10.3.1.3. **Experience.** Qualification in and possession of AFSC 4Y051. Also, experience in functions such as dental radiology, dental equipment user maintenance, oral prophylaxis, dental logistics, dental administration, publications, staffing, dental data processing, and assisting the dental officer in patient treatment is strongly encouraged.

10.3.2. **Training Sources/Resources.** Completion of course J3ACR4Y071 000, Dental Craftsman (PDS Code 288) at Sheppard AFB, TX, satisfies the requirement for formal advanced skills training. Completion of course J4AJS3S2X1-00X, Air Force Training Course, is desirable prior to attending course J3ACR4Y071 000. The STS identifies all the core tasks required for qualification. Upgrade and qualification training are provided by qualified trainers using available QTPs. QTPs are a mandatory requirement and will be utilized for all STS task proficiency training when use is indicated in column 2F of the STS. QTPs are obtained through normal publication channels in accordance with the procedures in AFIND 8. A list of all QTPs and training courses is at Part II, Sections C and D, respectively, of this CFETP.

10.3.3. **Implementation.** Entry into 7-skill level upgrade training is initiated when an individual possesses the 5-skill level and is a SSgt selectee or higher. Qualification training is initiated anytime an individual is assigned duties he or she is not qualified to perform. QTPs are used concurrently to obtain necessary duty position qualifications. Course J3ACR4Y071 000 must be completed to be awarded the 7-skill level. QTPs which support tasks taught in the 7-level course--dental administration, supervision, and training--are completed in two phases. Phase one requires the Journeymen to begin qualification training on the above mentioned tasks prior to attending the course utilizing the steps in task performance outlined in the applicable QTP module. The Journeymen should not be certified until after they graduate. Phase two requires task certifiers to evaluate and certify completion of training utilizing the performance checklist provided in applicable QTP module. Phase two is accomplished after the graduate returns to duty.

## **10.4. Superintendent (9-skill level) Training.**

### **10.4.1. Specialty Qualifications.**

10.4.1.1. **Knowledge.** Knowledge is desirable in: oral and dental anatomy; physiology; dental terminology; personnel management; dental administration; budgeting; inspection process; equipment maintenance requirements; emergency dental care; oral hygiene; dental treatment room procedures; radiology; preventive dentistry programs; infection control procedures; and dental materials.

10.4.1.2. **Education.** The same education requirements for the apprentice apply to the superintendent.

10.4.1.3. **Training.** Completion of the duty position training requirements is mandatory for award of the 9-skill level AFSC.

10.4.1.4. **Experience.** Qualification in and possession of AFSC 4Y071 or 4Y072. Also, experience in managing dental functions and activities.

10.4.2. **Training Sources/Resources.** Upgrade and qualification training are provided by qualified trainers. Requests for qualified trainers should be directed to your base training manager.

10.4.3. **Implementation.** Entry into 9-skill level OJT is initiated when an individual possesses the 7-skill level and is a SMSgt selectee. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

## ***Section D - Resource Constraints***

**11. Purpose.** This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. At a minimum, perform an annual review of resource constraints affecting training and amend this section if needed.

### **12. Apprentice Level Training.**

12.1. **Constraint.** Manpower. The initial skills course, J3ABR4Y031 003, is currently experiencing multiple instructor requirement (MIR) shortages during performance training.

12.2. **Impact.** Training deficiency letters being issued.

12.3. **Resources Required.** Adequate additional instructors to meet MIR.

### **13. Journeyman Level Training.**

13.1. **Constraint.** None. Five-skill level CDC currently exists.

13.2. **Impact.** Not applicable.

13.3. **Resources Required.** Training resources are available within the 882 TRG to adequately support revision/maintenance of the 5-skill level CDC.

### **14. Craftsman Level Training.**

14.1. **Constraint.** None. The Craftsman Course, J3ACR4Y071 000, currently exists.

14.2. **Impact.** Not Applicable.

14.3. **Resources Required.** Same as 12.3.

**15. Reporting Qualification Training Constraints.** Supervisors should report known resource constraints which prevent personnel from completing the mandatory training requirements specified in this plan to their unit on-the-job training (OJT) manager. The authority for requesting waivers is AFI 36-2101, *Military Personnel Classification Policy*.

15.1. In the report, provide a brief description of the resource constraints which adversely affect your training program. If applicable, include the impact this constraint has or will have on training. Also, provide a brief description of what you need to correct the problem. In closing, request what action you require of the office or person addressed. If the memorandum provides

information only, use a standard closure identifying that a response is unnecessary. Use figure 15-1 as guide for documenting and reporting these resource constraints.

15.2. Submit requests for waivers of CFETP requirements to the AFCFM. The content of the request should parallel that described above for reporting qualification training constraints. Before requesting a waiver of the AFCFM, try to resolve training program and resource problems at the unit and MAJCOM level.



**DEPARTMENT OF THE AIR FORCE**  
**AIR EDUCATION AND TRAINING COMMAND**

7 April 1999

MEMORANDUM FOR HQ USAF/SGWD  
ATTENTION: CMSGT KENNEDY

FROM: 648<sup>th</sup> Medical Squadron/SGWD  
8005 Lindbergh Drive  
Brooks AFB TX 78235-5336

SUBJECT: Memorandum for Reporting Qualification Training Constraints

1. The mandatory training standard (STS) requirement which cannot be completed is:
  - a. Training standard number and date: STS 4Y0X1, May 97
  - b. STS paragraph number affected is: 7d(4)(b)
2. Resource constraints: No periodontal surgeries are performed in our dental clinic. Our periodontal patients are all being treated at the Dunn Dental Clinic. For this reason, Amn Frost will not be able to complete 5-skill level upgrade training in periodontal assisting.
3. Resource/action required: Waiver to the mandatory core task training required by the CFETP.
4. Please approve this waiver for core task training required on STS paragraph 7d(4)(b). Your assistance is greatly appreciated.

RAINNE TAYLOR, MSgt, USAF  
Task Certifier, AFSC 4Y0X1

cc: 684<sup>th</sup> Medical Squadron/CC (OJT Manager)

**Figure 15-1, Memorandum for Reporting Qualification Training Constraints**

***Section E - Transitional Training Guide***

16. This section not used.

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**CAREER FIELD EDUCATION AND TRAINING PLAN  
DENTAL ASSISTANT SPECIALTY  
AFSC 4Y0X1**

**PART II**

***Section A-Specialty Training Standard***

**1. Implementation.** This Specialty Training Standard (STS) implements technical training provided by Air Education and Training Command with the class entering 5 Jul 00 and graduating 1 Sep 00 for course J3ABR4Y031 003, and the class entering 29 Nov 99 and graduating 10 Dec 99 for course J3ACR4Y071 000.

**2. Purpose.** As prescribed in AFI 36-2201, *Developing, Managing, and Conducting Training*, this STS:

2.1. Lists in column 1 of attachment 1, the essential tasks, knowledge, and technical references (TRs) airmen need to perform duties in the dental assistant specialty. These are based on an analysis of the duties in AFMAN 36-2108.

2.2. Shows core task requirements. Tasks identified with the symbols ⑤ and ⑦ in column 1 of attachment 1, are the core tasks required for the 5- and 7- skill level upgrades in the dental specialty. *Personnel in grades E-6 and below must be trained and certified on all core tasks to complete upgrade training.*

2.3. Provides certification for OJT. Column 2 is used to record completion of tasks and knowledge training requirements. Certification is accomplished when the certifying official initials in column 2E of the circled task/knowledge element. Date started, completed, and the trainer's and trainee's initials complete the certification requirement. Any deviations from these requirements can only be approved by the Air Force Career Field Manager (AFCFM).

NOTE: Trainers must (1) possess a 4Y0X1 AFSC or DoD equivalent, (2) be certified on the tasks they will train, (3) be recommended by their supervisor, (4) have completed course J4AJS3S2X1-00X, Air Force Training Course, and (5) be appointed in writing by the unit commander. Trainers can certify all non-core/non-critical tasks. Certifiers must (1) be at least a SSgt, (2) possess a 5 skill level, (3) have completed J4AJS3S2X1-00X, Air Force Training Course, and (4) be appointed in writing by the unit commander. Certifiers must certify all Core/Critical tasks. In unusual circumstances, dental officers may substitute as trainers or certifiers. Unit OJT managers will assess 4Y071 qualifications to validate the selection process.

2.4. Shows the qualification training package (QTP) requirements. A number in Column 2F identifies the QTP volume used to support training of the task. For a list of QTP volume numbers and titles, refer to Section C.

2.5. Shows formal training requirements and correspondence course requirements. Columns 3A and 3C of attachment 1 show the proficiency to be demonstrated on the job by the graduate as a result of training in course J3ABR4Y031 003 (PDS Code 164) and course J3ACR4Y071 000 (PDS Code 288) respectively. Tasks coded in column 3D are trained in the resident initial skills wartime course. Proficiency codes in column 3B identify career knowledge provided in CDC 4Y051 A & B, Dental Assistant Journeymen. The course author is not restricted to the explicit subject areas of column 1; additional subjects may be included as they apply to the 4Y0X1 career field. See ECI/AFSC/CDC listing maintained by the unit EST manager for current CDC listings.

2.6. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and the career development course.

2.7 Becomes a job qualification standard (JQS) for OJT when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201.

2.7.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.7.1.1. **Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualification and, when verified, recertify using current date as completion date and enter certifier's initials and trainee's initials. For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.7.1.2. **Documenting Career Knowledge.** For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver per AFI 36-2201.

2.7.1.3. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her assigned position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623a, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.7.2. **Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.8. Is a guide for development of promotion tests used in the **Weighted Airman Promotion System (WAPS)**. Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. Questions are based on study references listed in WAPS Catalog published by the Extension Course Institute (ECI). Individual responsibilities are in Chapter 1 of AFI 36-2605.

**3. Recommendations.** Report inadequacies of and suggest corrections to this STS to 882 TRG/TGEQ, 939 Missile Rd, Sheppard AFB, TX 76311-2245. Reference specific paragraphs. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this training standard. For a quick response to problems, call our 24-hour Customer Service Information Line, DSN 736-2385.

This CFETP supersedes STS 4Y0X1, May 1997.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHARLES H. ROADMAN II, Lieutenant General, USAF, MC  
Chief of Staff

- 2 Attachments
- 1. Qualitative Requirements
- 2. Training Reference Bibliography of Commercial and Other Service Publications

<b>This Block Is For Identification Purposes Only.</b>		
<b>Name of Trainee</b>		
<b>Printed Name</b> (Last, First, Middle Initial)	<b>Initials</b> (Written)	<b>SSN</b>
N/I	N/I	

### QUALITATIVE REQUIREMENTS

<b>Proficiency Code Key</b>		
	<b>Scale Value</b>	<b>Definition: The individual</b>
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (highly proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (nomenclature)
	b	Can determine step by step procedures for doing the task. (procedures)
	c	Can identify why and when the task must be done and why each step is needed. (operating principles)
	d	Can predict, isolate, and resolve problems about the task. (advanced theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (evaluation)
<b>Explanations</b>		
* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)		
** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.		
- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.		
X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.		

NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision.

NOTE 2: Tasks identified with the symbols ⑤ and ⑦ in column 1 of attachments 2 through 5 are core tasks that personnel must be trained and certified on to complete upgrade training for the skill levels indicated.

NOTE 3: Training references (TRs) in the source summary are commercial publications or other service publications that are essential for OJT and mission accomplishment and are referenced by title throughout the STS. The unit OJT section will consolidate the requirements for the unit they support and order publications through the hospital/clinic library activity.

NOTE 4: Training codes in column 3B reflected for 5-skill level indicate the information provided in the CDC. Codes are not intended to reflect the level required to satisfy OJT upgrade requirements.

NOTE 5: Items marked with a volume number in column 2F are supported by QTPs listed in AFIND 8.

NOTE 6: Items coded in column 3D are the tasks/knowledge that are trained in the 3-level wartime course.

- STS 4Y0X1 -		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
<b>1</b>	<b>COMMON DENTAL CAREER FIELD EXPERIENCE</b>										
1a	Medical Readiness (Initial Medical Readiness Training directed by AFI 41-106 is provided in course J3ATR40030 002, Basic Medical Readiness, conducted at 882d Training Group, Sheppard AFB. Completed training is documented on AETC Form 156 (or computer generated student report) for each course graduate. Continuing/on-going Medical Readiness Training for the individual is the responsibility of each medical facility)							-	-	-	-
1b	Career progression										
1b(1)	USAF Medical Service mission							A	-	-	A
1b(2)	USAF Dental Service TR: AFI 47-101										
1b(2)(a)	Mission							A	-	B	A
1b(2)(b)	Organization and function							A	-	B	A
1b(2)(c)	Mirror Force ⑦							A	B	B	A

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES				3. TRAINING PROFICIENCY CODES				
			A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course
1b(2)(d)	Air Reserve Component (ARC) ⑦							A	B	B	A
1b(2)(e)	ARC Career Progression ⑦							A	B	B	A
1b(3)	Progression and educational opportunities career path 4Y0X1 and 4Y0X2 TR: CFETP 4Y0X1, CFETP 4Y0X2							A	B	B	A
1b(4)	Duties of AFS 4Y0XX TR: CFETP 4Y0X1, CFETP 4Y0X2										
1b(4)(a)	4Y031/2							B	-	-	B
1b(4)(b)	4Y051/2							A	-	-	A
1b(4)(c)	4Y071/2							-	A	B	-
1b(4)(d)	4Y090/CEM 4Y000							-	A	B	-
1c	Safety and health TR: AFI 47-101, 91-202, 91-204, 91-301, 91-302; AFOSH STDs 91-8, 161-21; DOD 6050.5-W; AFIND 17; <u>Modern Dental Assisting</u>										
1c(1)	Principles of clinical dentistry safety							A	B	-	A
1c(2)	Hazards of AFSC 4Y0X1							A	B	-	A
1c(3)	Hazardous communication program							-	-	-	-
1c(4)	AFOSH standards for AFSC 4Y0X1							A	B	-	A
1c(5)	Exercise safety practices during job performance ⑤							2b	c	-	2b
1c(6)	Report accidents							1a	c	-	1a
1d	Dental equipment user maintenance TR: Manufacturers Instructions										
1d(1)	Perform user maintenance such as inspect, clean and lubricate ⑤						1	2b	c	-	2b
1d(2)	Report defective equipment/utilities to dental logistics							1a	c	-	1a

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
1e	Specific OPSEC/COMSEC vulnerabilities of AFSC 4Y0X1 TR: AFI 33-204, 36-2203							A	-	-	A
<b>2 BASIC AND DENTAL SCIENCES</b>											
2a	Fundamentals of chemistry TR: <u>Modern Dental Assisting</u> ; <u>Comprehensive Dental Hygiene Care</u> ; <u>Clinical Practice of the Dental Hygienist</u>										
2a(1)	Dental therapeutics							A	B	-	A
2a(2)	Dental materials							A	B	-	A
2a(3)	Dental radiology							A	B	-	A
2a(4)	Preventive dentistry							A	B	-	A
2b	Fundamentals of anatomy and physiology TR: <u>Modern Dental Assisting</u>										
2b(1)	Cellular							A	B	-	A
2b(2)	Tissues							A	B	-	A
2b(3)	Organs							A	B	-	A
2b(4)	Body systems							A	B	-	A
2c	Head and neck anatomy and physiology TR: <u>Modern Dental Assisting</u> ; <u>The Dental Assistant</u>										
2c(1)	Cranial bones							A	B	-	A
2c(2)	Facial bones							A	B	-	A
2c(3)	Vascular circulation							A	B	-	A
2c(4)	Lymphatic system							A	B	-	A
2c(5)	Innervation of oral and facial tissues										
2c(5)(a)	Trigeminal nerve							A	B	-	A
2c(5)(b)	Facial nerve							A	B	-	A

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
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2c(6)	Muscles of mastication										
2c(6)(a)	Attachments							A	B	-	A
2c(6)(b)	Function							A	B	-	A
2c(7)	Anatomy and function of the temporomandibular joint							A	B	-	A
2c(8)	Anatomy and function of the salivary glands							A	B	-	A
2d	Oral anatomy and physiology TR: <u>Modern Dental Assisting: The Dental Assistant</u> ; <u>Clinical Practice of the Dental Hygienist</u> ; <u>Comprehensive Dental Hygiene Care</u>										
2d(1)	Oral mucosa										
2d(1)(a)	Masticatory							A	B	-	A
2d(1)(b)	Specialized							A	B	-	A
2d(1)(c)	Lining							A	B	-	A
2d(2)	Tooth morphology										
2d(2)(a)	Growth period							A	B	-	A
2d(2)(b)	Calcification period							A	B	-	A
2d(2)(c)	Eruption period							A	B	-	A
2d(3)	Composition of the teeth and their function							A	B	-	A
2d(4)	Primary dentition							A	B	-	A
2d(5)	Permanent dentition							A	B	-	A
2d(6)	Tooth eruption schedules							A	B	-	A
2d(7)	Surfaces and anatomical landmarks of the teeth							A	B	-	A
2d(8)	Supportive structures of the teeth and their functions										

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
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2d(8)(a)	Gingiva							A	B	-	A
2d(8)(b)	Alveolar process							A	B	-	A
2d(8)(c)	Periodontal ligament							A	B	-	A
2d(8)(d)	Cementum							A	B	-	A
2e	Oral pathology (etiology, symptoms, and treatment) TR: <u>Modern Dental Assisting: The Dental Assistant</u> ; <u>Clinical Practice of the Dental Hygienist</u> ; <u>Comprehensive Dental Hygiene Care</u>										
2e(1)	Dental caries							A	B	-	A
2e(2)	Pulpitis							A	B	-	A
2e(3)	Dental abscesses							A	B	-	A
2e(4)	Gingival disorders							A	B	-	A
2e(5)	Periodontal disorders							A	B	-	A
2e(6)	Oral soft tissue abnormalities							A	B	-	A
2e(7)	Tumors										
2e(7)(a)	Benign							-	B	-	-
2e(7)(b)	Malignant							-	B	-	-
2e(8)	Inflammation process							B	C	-	B
2e(9)	Anomalies							A	B	-	A
2e(10)	Oral manifestations of systemic diseases							A	B	-	A
2e(11)	Physical and chemical injuries							A	B	-	A
2f	Dental therapeutics TR: <u>Modern Dental Assisting: The Dental Assistant</u> ; <u>Clinical Practice of the Dental Hygienist</u> ; <u>Comprehensive Dental Hygiene Care</u>										
2f(1)	Analgesics							A	B	-	A

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
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2f(2)	Sedatives and hypnotics							A	B	-	A
2f(3)	Antibiotics							A	B	-	A
2f(4)	Local anesthetics										
2f(4)(a)	Types							A	B	-	A
2f(4)(b)	Action							A	B	-	A
2f(4)(c)	Toxicology							A	B	-	A
2f(5)	Hemostatics and vasoconstrictors							A	B	-	A
2f(6)	Antihistamines							A	B	-	A
2f(7)	Dentifrices										
2f(7)(a)	Anticariogenic agents							A	B	-	A
2f(7)(b)	Desensitizing agents							A	B	-	A
2f(8)	Other therapeutic agents							A	B	-	A
<b>3</b>	<b>PROFESSIONAL AND PATIENT RELATIONS</b> TR: <u>Modern Dental Assisting</u> ; <u>The Dental Assistant</u> ; <u>Clinical Practice of the Dental Hygienist</u> ; <u>Comprehensive Dental Hygiene Care</u>										
3a	Professional standard of ethics										
3a(1)	Professional relations with patients and medical personnel							A	B	C	A
3a(2)	Legal implications							A	B	-	A
<b>4</b>	<b>DENTAL ADMINISTRATION</b>										
4a	Establish and maintain dental health records TR: AFI 37-138; 47-101, 41-210; AFMAN 37-139; AFCSM 47-226 VOL 1-2										
4a(1)	Custodial responsibilities							-	B	-	-
4a(2)	Initiate dental health records ⑤	_____	_____	_____	_____	_____	5	2b	c	-	2b
4a(3)	Enter treatment data on appropriate document										

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
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4a(3)(a)	Assist with written requests for medical service consultations						5	a	c	-	a
4a(3)(b)	Use correct diagnostic nomenclature, abbreviations and charting symbols ⑤						5	2b	c	-	2b
4a(3)(c)	Review and make entries on patient treatment forms ⑤						5	2b	c	-	2b
4a(4)	File dental health records ⑤						5	2b	c	-	2b
4a(5)	Inventory dental health records ⑦						8	-	c	-	-
4a(6)	Transfer dental health records						8	-	a	b	-
4a(7)	Retire dental health records ⑦						8	-	a	b	-
4b	Examinations and classifications										
4b(1)	Identify types and requirements of exams ⑤						5	1b	c	-	1b
4b(2)	Specific purpose exams							A	B	-	A
4b(3)	Identify dental readiness classifications ⑤						5	2b	c	-	2b
4c	Verify patient eligibility for care TR: AFI 41-115 ⑤						5	a	c	-	a
4d	Schedule patients for appointments TR: AFI 47-101 ⑤						5	1b	c	-	1b
4e	Coordination of treatment of flying personnel with flight surgeons office TR: AFI 47-101							A	B	-	A
4f	Sensitive duty program TR: AFI 47-101							A	B	-	A
4g	Air Force cancer program TR: AFI 47-101, 44-110							-	-	-	-
4h	Third party liability TR: AFI 41-115							A	B	-	A

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
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4i	Release of medical/dental information TR: AFI 41-210							A	B	-	A
4j	Automated dental service requirements TR: AFCSM 47-226 VOL 1-2										
4j(1)	Process and maintain automated dental treatment data ⑦	_____	_____	_____	_____	_____	6	-	-	2b	-
4j(2)	Interpret automated treatment data ⑦	_____	_____	_____	_____	_____	6	-	-	b	-
4k	Prepare/review reports and correspondence TR: AFI 47-101; AFMAN 37-126 ⑦	_____	_____	_____	_____	_____		-	-	b	-
4l	Prepare/review operating policies and instructions TR: AFIs 33-160V1, 47-101 ⑦	_____	_____	_____	_____	_____		-	-	2b	-
4m	Civilian personnel administration TR: AFIs 36-704, 36-1001; AFPAMs 36-106, 36-107; AFR 36-1203	_____	_____	_____	_____	_____		-	-	-	-
4n	Dental service inspections TR: AFI 47-101, 90-301, STDS ADA, JCAHO										
4n(1)	Prepare for facility inspections ⑦	_____	_____	_____	_____	_____		-	-	c	-
4n(2)	Prepare for self-assessments ⑦	_____	_____	_____	_____	_____		-	-	c	-
4o	Administrative computer functions										
4o(1)	Develop documents using computers such as forms and correspondence	_____	_____	_____	_____	_____		-	-	-	-
4o(2)	Use medical information management systems	_____	_____	_____	_____	_____		-	-	-	-
4o(3)	Draft management reports using computer software applications	_____	_____	_____	_____	_____		-	-	2b	-
4p	Manage aspects of the Air Force Dental Readiness Assurance Program (AFDRAP) TR: AFI 47-101; AFSCM 47-226 Vol 1&2										
4p(1)	Periodic Dental Examinations ⑦	_____	_____	_____	_____	_____	8	a	b	c	a

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4p(2)	Dental Readiness Class 3 and 4 Monitoring	⑦	_____	_____	_____	_____	_____	8	-	b	c	-
4p(3)	Dental Clearance Program	⑦	_____	_____	_____	_____	_____	8	-	b	c	-
4p(4)	Availability/Access to Care	⑦	_____	_____	_____	_____	_____		-	b	c	-
<b>5</b>	<b>INFECTION CONTROL</b> TR: AFI 44-108, 47-101; AFPAM 41-215; <u>OSHA Bloodborne Pathogens Standard</u> ; <u>Modern Dental Assisting: The Dental Assistant</u> ; <u>Clinical Practice of the Dental Hygienist</u> ; <u>Comprehensive Dental Hygiene Care</u> ; <u>Essentials of Clinical Dental Assisting</u> ; Dental Items of Significance # 37, <u>USAF Dental Service Infection Control Program</u>											
5a	Infection control program								B	C	-	B
5b	Fundamentals of microbiology								A	B	-	A
5c	Personal hygiene								B	C	-	B
5d	Clinical hygiene											
5d(1)	Practice aseptic techniques	⑤	_____	_____	_____	_____	_____	1	2c	c	-	2c
5d(2)	Prepare dental treatment room (DTR) using universal precautions											
5d(2)(a)	DTR setup	⑤	_____	_____	_____	_____	_____	1	2c	c	-	2c
5d(2)(b)	DTR breakdown	⑤	_____	_____	_____	_____	_____	1	2c	c	-	2c
5e	Sterilization											
5e(1)	Types of equipment								B	C	-	B
5e(2)	Techniques of sterilization								B	C	-	B
5e(3)	Perform sterilizer monitoring	⑤ ⑦	_____	_____	_____	_____	_____	1/7	a	c	-	a
5e(4)	Sterilization procedures											
5e(4)(a)	Perform sterilization procedures	⑤	_____	_____	_____	_____	_____	1	c	c	-	c
5e(4)(b)	DIPC procedures								a	-	-	a

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5f	Disinfection										
5f(1)	Types of disinfectants						A	B	-	A	
5f(2)	Prepare disinfectants	_____	_____	_____	_____	_____	1	1a	c	-	1a
5f(3)	Techniques of disinfection						A	C	-	A	
5f(4)	Perform disinfection procedures ⑤	_____	_____	_____	_____	_____	1	2c	c	-	2c
<b>6</b>	<b>GENERAL EMERGENCY PROCEDURES</b> TR: AFI 44-102, <u>Modern Dental Assisting: The Dental Assistant</u> ; <u>Clinical Practice of the Dental Hygienist</u> ; <u>Comprehensive Dental Hygiene Care</u> ; <u>Essentials of Clinical Dental Assisting</u>										
6a	Emergencies in the dental office						A	B	-	A	
6b	Assist in the use of dental emergency kit	_____	_____	_____	_____	_____	a	c	-	a	
6c	Maintain and operate oxygen equipment	_____	_____	_____	_____	_____	b	c	-	b	
6d	Manage syncope	_____	_____	_____	_____	_____	b	c	-	b	
6e	Measure and record vital signs	_____	_____	_____	_____	_____	2b	c	-	2b	
6f	Perform cardiopulmonary resuscitation	_____	_____	_____	_____	_____	3c	-	-	3c	
<b>7</b>	<b>DENTAL ASSISTING DUTIES</b>										
7a	Identification and purpose of dental instruments TR: <u>Modern Dental Assisting: The Dental Assistant</u> ; <u>Essentials of Clinical Dental Assisting</u>										
7a(1)	Basic instruments										
7a(1)(a)	Diagnostic instruments						B	C	-	B	
7a(1)(b)	Diagnostic aids						B	C	-	B	
7a(1)(c)	Rotary instruments						B	C	-	B	
7a(1)(d)	Miscellaneous instruments						A	B	-	A	

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7a(2)	Specialty instruments										
7a(2)(a)	Restorative instruments							B	C	-	B
7a(2)(b)	Surgical instruments							A	C	-	A
7a(2)(c)	Periodontal instruments TR: <u>Fundamentals of Dental Hygiene Instrumentation</u> ; <u>Periodontal Instrumentation</u>							A	C	-	A
7a(2)(d)	Endodontic instruments							A	C	-	A
7a(2)(e)	Prosthodontic instruments							A	C	-	A
7a(2)(f)	Orthodontic instruments							-	B	-	-
7a(2)(g)	Pediatric instruments							-	B	-	-
7b	Prepare dental materials TR: <u>Modern Dental Assisting; The Dental Assistant; Essentials of Clinical Dental Assisting; Manufacturer's Instructions</u>										
7b(1)	Prepare amalgam ⑤						3	2b	c	-	2b
7b(2)	Prepare light cure composites ⑤						3	2b	c	-	2b
7b(3)	Prepare glass ionomers ⑤						3	2b	c	-	2b
7b(4)	Prepare bases and cavity liners ⑤						3	2b	c	-	2b
7b(5)	Prepare temporary/sedative materials ⑤						3	2b	c	-	2b
7b(6)	Prepare cementing materials ⑤						3	2b	c	-	2b
7b(7)	Prepare alginate impression materials ⑤						1	2b	c	-	2b
7b(8)	Prepare other impression materials ⑤						3	1a	c	-	1a
7b(9)	Prepare gypsum products							-	a	-	-

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7c	Clinical procedures TR: <u>Modern Dental Assisting</u> ; <u>Comprehensive Dental Hygiene Care</u> ; <u>The Dental Assistant: Essentials of Clinical Dental Assisting</u> ; <u>Clinical Practice of the Dental Hygienist</u>										
7c(1)	Review patient record ⑤						1	2c	c	-	2c
7c(2)	Prepare instruments										
7c(2)(a)	Select and arrange instruments ⑤						3/4	2b	c	-	2b
7c(2)(b)	Assemble/disassemble anesthetic syringe ⑤						1	2b	c	-	2b
7c(2)(c)	Assemble matrix						1	3c	c	-	3c
7c(3)	Establish rapport with patient ⑤						1	2b	c	-	2b
7c(4)	Seat, drape, and dismiss patient						4	3c	c	-	3c
7c(5)	Evaluate patient for contraindications										
7c(5)(a)	Perform hypertension screening						1	2b	c	-	2b
7c(5)(b)	Interview patient ⑤ ⑦						1	2b	c	-	2b
7c(5)(c)	Observe patient response ⑤						1	2b	c	-	2b
7c(6)	Assist with sedations										
7c(6)(a)	Assist with intravenous sedations							-	a	-	-
7c(6)(b)	Assist with inhalation sedations							-	a	-	-
7c(7)	Perform fourhanded dentistry techniques ⑤						1	2b	c	-	2b
7c(8)	Rubber dam										
7c(8)(a)	Prepare rubber dam ⑤						1	2b	c	-	2b

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7c(8)(b)	Assist in placement of rubber dam	⑤	_____	_____	_____	_____	_____	1	2b	c	-	2b
7c(8)(c)	Assist in removal of rubber dam	⑤	_____	_____	_____	_____	_____	1	2b	c	-	2b
7c(9)	Retract tissue	⑤	_____	_____	_____	_____	_____	1	2b	c	-	2b
7c(10)	Irrigate and aspirate the treatment site	⑤	_____	_____	_____	_____	_____	1	2c	c	-	2c
7c(11)	Brief on post operative instructions		_____	_____	_____	_____	_____		1a	b	-	1a
7c(12)	Maintain DTR supply levels	⑤	_____	_____	_____	_____	_____	1	2b	c	-	2b
7c(13)	Ensure currency of dated items	⑤	_____	_____	_____	_____	_____	1	2b	c	-	2b
7c(14)	Make preliminary alginate impressions	⑤	_____	_____	_____	_____	_____	1	1a	b	-	1a
7c(15)	Pour, trim and polish study casts	⑤	_____	_____	_____	_____	_____	1	-	b	-	-
7c(16)	Fabricate custom trays	⑤	_____	_____	_____	_____	_____	1	-	b	-	-
7c(17)	Make occlusal registrations for mounting study casts	⑤	_____	_____	_____	_____	_____	1	-	b	-	-
7c(18)	Clean and polish removable appliances	⑤	_____	_____	_____	_____	_____	1	-	b	-	-
7c(19)	Fabricate interim restorations	⑤	_____	_____	_____	_____	_____	1	-	b	-	-
<b>8</b>	<b>PROFESSIONAL DENTAL SPECIALTIES</b> TR: <u>Modern Dental Assisting</u> ; <u>The Dental Assistant</u> ; <u>Essentials of Clinical Dental Assisting</u> ; <u>Comprehensive Dental Hygiene Care</u> ; <u>Clinical Practice of the Dental Hygienist</u>											
8a	Restorative dentistry											
8a(1)	Restorative dentistry function								B	C	-	B
8a(2)	Assist with restorative dentistry procedures	⑤	_____	_____	_____	_____	_____	3	2b	c	-	2b

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
8b	Oral and maxillofacial surgery										
8b(1)	Surgical function							A	B	-	A
8b(2)	Assist with oral surgery procedures										
8b(2)(a)	Assist with clinical oral surgery procedures ⑤	_____	_____	_____	_____	_____	3	1a	b	-	1a
8b(2)(b)	Assist in hospital operating room	_____	_____	_____	_____	_____		-	-	-	-
8c	Prosthodontics										
8c(1)	Prosthodontic function							A	B	-	A
8c(2)	Assist with prosthodontic procedures ⑤	_____	_____	_____	_____	_____	3	a	b	-	a
8c(3)	Coordinate cases with dental laboratory ⑤	_____	_____	_____	_____	_____	3	a	b	-	a
8d	Endodontics										
8d(1)	Endodontic function							A	B	-	A
8d(2)	Assist with endodontic procedures ⑤	_____	_____	_____	_____	_____	3	a	b	-	a
8e	Periodontics										
8e(1)	Periodontic function							A	B	-	A
8e(2)	Assist with periodontic procedures ⑤	_____	_____	_____	_____	_____	3	a	b	-	a
8f	Examination, screening and preliminary diagnosis										
8f(1)	Function of examination, screening and preliminary diagnosis							A	B	-	A
8f(2)	Assist with examination, screening and preliminary diagnosis procedures ⑤	_____	_____	_____	_____	_____	3	2b	c	-	2b
8g	Orthodontics										

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
8g(1)	Orthodontic function							A	B	-	A
8g(2)	Assist with orthodontic procedures	_____	_____	_____	_____	_____		-	b	-	-
8h	Pediatric dentistry										
8h(1)	Pediatric dentistry function							A	B	-	A
8h(2)	Assist with pediatric dentistry procedures	_____	_____	_____	_____	_____		-	b	-	-
<b>9</b>	<b>DENTAL RADIOLOGY</b> TR: <u>Modern Dental Assisting; The Dental Assistant; Comprehensive Dental Hygiene Care; Clinical Practice of the Dental Hygienist</u>										
9a	Production of dental radiographs							A	B	-	A
9b	Properties of radiation							A	B	-	A
9c	Adjust dental radiographic equipment										
9c(1)	Adjust voltage control ⑤	_____	_____	_____	_____	_____	2	1a	c	-	1a
9c(2)	Adjust timing control ⑤	_____	_____	_____	_____	_____	2	1a	c	-	1a
9c(3)	Adjust milliamperage ⑤	_____	_____	_____	_____	_____	2	1a	c	-	1a
9d	Types of dental radiographs							A	B	-	A
9e	Exercise radiation safety ⑤	_____	_____	_____	_____	_____	2	3c	c	-	3c
9f	Producing dental radiographs										
9f(1)	Prepare patient, such as remove jewelry and prosthetic appliances ⑤	_____	_____	_____	_____	_____	2	b	c	-	b
9f(2)	Expose long cone intraoral radiographs, using paralleling devices ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
9f(3)	Expose radiographs using bisecting angle technique ⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
9f(4)	Expose panoramic radiographs ⑤	_____	_____	_____	_____	_____	2	1b	c	-	1b
9g	Process dental radiographs using										

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
			A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
9g(1)	Automatic developer	⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
9g(2)	Portable manual developer		_____	_____	_____	_____	_____		a	c	-	a
9g(3)	Change radiographic solutions		_____	_____	_____	_____	_____		-	-	-	-
9h	Duplicate dental radiographs		_____	_____	_____	_____	_____	2	a	c	-	a
9i	Locate and identify anatomical landmarks	⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
9j	Mount and label dental radiographs	⑤	_____	_____	_____	_____	_____	2	2b	c	-	2b
9k	Causes of faulty dental radiographs								B	C	-	B
9l	Principles of digital radiography								A	B	-	A
<b>10</b>	<b>PREVENTIVE DENTISTRY</b> TR: AFI 47-101, <u>Comprehensive Dental Hygiene Care</u> ; <u>Fundamentals of Dental Hygiene Instrumentation</u> ; <u>Clinical Practice of the Dental Hygienist</u> ; <u>Periodontal Instrumentation</u>											
10a	Preventive dentistry function								A	B	-	A
10b	Clinical phase											
10b(1)	Identify the presence of calculus on diagnostic radiographs	⑦	_____	_____	_____	_____	_____	4	-	c	-	-
10b(2)	Perform screening examinations and referrals as needed	⑦	_____	_____	_____	_____	_____	4	-	c	-	-
10b(3)	Identify and record oral health condition	⑦	_____	_____	_____	_____	_____	4	-	b	-	-
10b(4)	Health care instructions											
10b(4)(a)	Patient motivation								B	C	-	B
10b(4)(b)	Formation of plaque and the relationship to dental disease								B	C	-	B
10b(4)(c)	Effects of diet and nutrition on dental health								B	C	-	B

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
			A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
10b(4)(d)	Instruct patient on personal oral hygiene techniques and devices	⑦	_____	_____	_____	_____	_____	4	2b	c	-	2b
10b(4)(e)	Instruct in care of dental implants		_____	_____	_____	_____	_____	4	a	c	-	a
10b(5)	Use periodontal instruments											
10b(5)(a)	Use periodontal hand instruments	⑦	_____	_____	_____	_____	_____	4	-	c	-	-
10b(5)(b)	Use ultrasonic devices	⑦	_____	_____	_____	_____	_____	4	-	c	-	-
10b(5)(c)	Use sonic or other devices		_____	_____	_____	_____	_____	4	-	c	-	-
10b(5)(d)	Sharpen periodontal scaling instruments	⑦	_____	_____	_____	_____	_____	4	-	c	-	-
10b(6)	Remove accumulated deposits											
10b(6)(a)	Remove supragingival deposits	⑦	_____	_____	_____	_____	_____	4	-	c	-	-
10b(6)(b)	Remove subgingival deposits		_____	_____	_____	_____	_____		-	b	-	-
10b(7)	Polish teeth	⑦	_____	_____	_____	_____	_____	4	-	c	-	-
10b(8)	Apply topical anticariogenic agents	⑦	_____	_____	_____	_____	_____	4	-	c	-	-
10b(9)	Apply pit and fissure sealants		_____	_____	_____	_____	_____	4	-	b	-	-
10b(10)	Polish Restorations								-	b	-	-
10c	Community preventive dentistry phase											
10c(1)	Function of community preventive dentistry phase								-	A	-	-
10c(2)	Assist in planning and conducting community oral health programs		_____	_____	_____	_____	_____		-	-	-	-
10c(3)	Conduct preventive dentistry presentations		_____	_____	_____	_____	_____		-	-	-	-
10d	Children's preventive dentistry phase								-	A	-	-

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Cr
<b>11</b>	<b>MEDICAL MATERIEL</b> TR: AFIs 47-101; AFMAN 23-110 (Vol V on CD ROM)										
11a	Accountability and responsibility							A	B	-	A
11b	Maintain supply/equipment publications and records ⑦						7	-	-	b	-
11c	Classification and identification of supplies							-	B	-	-
11d	Research supplies/equipment for procurement using Medical, Federal, or Local Source Catalogs ⑦						7	-	a	2b	-
11e	Prepare request for issue/turn-in of supplies and equipment ⑦						7	-	-	2b	-
11f	Dental materiel procedures										
11f(1)	Manage stock levels ⑦						7	-	-	2c	-
11f(2)	Store materials in accordance with manufacturers specifications TR: Manufacturer's specifications										
11f(2)(a)	Control expiration date TR: Manufacturer's instructions							-	-	-	-
11f(2)(b)	Store dangerous/flammable materials ⑤ ⑦ TR: AFOSH STD 91-43; <u>Modern Dental Assisting</u>						1/7	a	b	-	a
11f(3)	Store/turn-in disposable items for destruction such as needles, blades and syringes ⑤ ⑦ TR: <u>OSHA Bloodborne Pathogens Standard</u>						1/7	2c	c	-	2c
11f(4)	Use medical equipment or supply reports/listings ⑦ TR: AFCSM 41-230 Vol 2						7	-	-	2b	-
11g	Conduct inventories TR: AFI 47-101; AFMAN 23-110 (Vol V on CD-ROM)							-	-	-	-

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS			2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
			A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
11h	Report unsatisfactory supplies or equipment TR: AFMAN 23-110 (Vol V)	⑦						7	-	a	1b	-
11i	Dental equipment maintenance management TR: AFI 41-201											
11i(1)	Manage aspects of user maintenance program	⑦						7	-	a	b	-
11i(2)	Report defective equipment and utilities for corrective action to appropriate agencies	⑦						7	-	a	b	-
11j	Aid in preparation of budget and financial requirements TR: AFI 47-101, 41-120	⑦						8	-	-	b	-
11k	Precious metals and alloys recovery program											
11k(1)	Principles of precious metals and alloys recovery program								A	B	-	A
11k(2)	Recover precious metals and alloys								1a	b	-	1a
11l	Dental Investigation Service TR: 47-101								-	A	B	-
<b>12</b>	<b>PUBLICATIONS</b> TR: AFI 33-360V1, 37-160V7; AFIND 8											
12a	Use indexes to locate publications	⑦							-	-	b	-
12b	Initiate request for publications								-	-	-	-
12c	Locate required information in publications	⑦							-	-	1a	-
<b>13</b>	<b>SUPERVISION</b> TR: AFI 36-2403; AFPAMs 36-2241, Vols 1 and 2; 36-3627, AFMAN 36-2108, AFI 36-2618											
13a	Orient new personnel	⑦							-	-	b	-

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
13b	Evaluate work methods and performance standards ⑦	_____	_____	_____	_____	_____		-	-	c	-
13c	Plan work assignments and priorities ⑦	_____	_____	_____	_____	_____		-	-	c	-
13d	Evaluate performance of personnel ⑦	_____	_____	_____	_____	_____		-	-	c	-
13e	Resolve management problems that personnel are unable to solve ⑦	_____	_____	_____	_____	_____		-	-	c	-
13f	Counsel personnel and resolve individual problems ⑦	_____	_____	_____	_____	_____		-	-	b	-
13g	Initiate action to correct substandard performance by personnel ⑦	_____	_____	_____	_____	_____		-	-	b	-
13h	Prepare written job descriptions ⑦	_____	_____	_____	_____	_____		-	-	b	-
13i	Evaluate manning, staffing and utilization requirements ⑦	_____	_____	_____	_____	_____	8	-	-	b	-
<b>14</b>	<b>TRAINING</b> TR: AFI 36-2201										
14a	Evaluate personnel to determine need for training ⑦	_____	_____	_____	_____	_____		-	-	b	-
14b	Determine/prepare job qualification standards ⑦	_____	_____	_____	_____	_____		-	-	b	-
14c	Conduct training ⑦	_____	_____	_____	_____	_____		-	-	b	-
14d	Counsel trainees on their progress ⑦	_____	_____	_____	_____	_____		-	-	b	-
14e	Monitor effectiveness of career knowledge upgrade training ⑦	_____	_____	_____	_____	_____		-	-	a	-
14f	Monitor effectiveness of job proficiency upgrade training ⑦	_____	_____	_____	_____	_____		-	-	a	-
14g	Monitor effectiveness of qualification training ⑦	_____	_____	_____	_____	_____		-	-	a	-
14h	Maintain training records ⑦	_____	_____	_____	_____	_____		-	-	b	-

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS		2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES					3. TRAINING PROFICIENCY CODES				
		A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level Course	D War Time Crs
14i	Evaluate effectiveness of training programs ⑦	_____	_____	_____	_____	_____	_____	-	-	b	-
14j	Recommend personnel for training	_____	_____	_____	_____	_____	_____	-	-	-	-
14k	Conduct continuing education programs	_____	_____	_____	_____	_____	_____	-	-	b	-
14l	Conduct ancillary training programs	_____	_____	_____	_____	_____	_____	-	-	b	-
14m	Determine and conduct ARC training requirements	_____	_____	_____	_____	_____	_____	a	a	b	a

## **SUMMARY OF CHANGES**

This STS was revised and updated based on applications of OSR data and the outcomes of the 1999 Utilization and Training Workshop. Core tasks were modified for the 5- and 7- skill level. Five STS elements were added. New STS elements necessitate knowledge training in DIPC procedures, digital radiography and American Dental Association requirements for accreditation.

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*Section B -Course Objective List*

**4. Note:** This Information is available from 381TRS/XWAA, 917 Missile Road, Sheppard AFB TX, 76311.

*Section C - Support Materials*

**5. Qualification Training Packages (QTPs).**

Course Number	Course Title	Developer
QTP 4Y0X1-1	Basic Skills	381 TRS/XWAA
QTP 4Y0X1-2	Clinical Skills - Radiology	381 TRS/XWAA
QTP 4Y0X1-3	Clinical Skills - Chairside Assisting	381 TRS/XWAA
QTP 4Y0X1-4	Clinical Skills - Preventive Dentistry	381 TRS/XWAA
QTP 4Y0X1-5	Patient Administration	381 TRS/XWAA
QTP 4Y0X1-6	Dental Data System	381 TRS/XWAA
QTP 4Y0X1-7	Logistics Management	381 TRS/XWAA
QTP 4Y0X1-8	Clinic Management	381 TRS/XWAA

## ***Section D - Training Course Index***

**6. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

### **7. Air Force In-Residence Courses.**

<b>Course Number</b>	<b>Course Title</b>	<b>Location</b>	<b>User</b>
J3ABR4Y031 003	Dental Assistant Apprentice	Sheppard AFB, TX	AF
J3ACR4Y071 000	Dental Craftsman	Sheppard AFB, TX	AF
J5AZO4Y071 001	Advanced Oral Hygiene	Lackland AFB, TX	AF
J4AJS3S2X1-00X	Air Force Training Course	Local Base	AF
	Airman Leadership School	Local Base	AF
	Air Force Noncommissioned Officer Academy	Selected Bases	AF
MAFSNCOA100	USAF Senior Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB, AL	AF

### **8. Extension Course Institute (ECI) Courses.**

<b>Course Number</b>	<b>Course Title</b>	<b>Location</b>	<b>User</b>
CDC 4Y051A	Dental Assistant Journeymen	Gunter Annex, Maxwell AFB, AL	AF
CDC 4Y051B	Dental Assistant Journeymen	Gunter Annex, Maxwell AFB, AL	AF
00006 (See note below)	Air Force Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB, AL	AF
00008	USAF Senior Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB, AL	AF
00005A	CD-ROM - SNCO Academy		AF

**NOTE:** Active duty, AFRES and ANG members may enroll in the NCO and SNCO Academy correspondence courses. However, active duty members must graduate from the resident courses prior to their promotion to the grades of MSgt or CMSgt. For information on courses listed in this index refer to web site: [hq2af.keesler.af.mil/etca.htm](http://hq2af.keesler.af.mil/etca.htm) for AF in-residence courses and the ECI Catalog for non-resident courses.

**9. Exportable EST Courses.**

<b>Course Number</b>	<b>Course Title</b>	<b>Location</b>	<b>User</b>
J6AZI4Y071 000	Advanced Oral Hygiene Practicum	Various	AF

**10. Courses Under Development/Revision.**

**Note:** There are currently no courses under development/revision. This area is reserved.

*Section E - MAJCOM Unique Requirements*

**11. Note:** There are currently no MAJCOM unique requirements. This area is reserved.

## ***Section F - Documentation of Training***

**12. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder.** Air Force Instruction 36-2201 (Developing, Managing, and Conducting Training), Para 4.3.3. authorizes Career Field Managers to bring training documentation back into one "OJT" record, thus the creation of the Enlisted Training and Competency Folder. The following training information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. All enlisted personnel assigned to a dental squadron will have an Enlisted Training and Competency Folder, from airman basic to chief master sergeant. The folders will be kept current for present duty position. It is recommended that the folder be maintained for future use if the individual leaves the career field. This training guidance has focused on two main areas: 1) Master Training Plan and 2) Documentation of training in the Enlisted Training and Competency Folder. Although not mandated, each part of the competency folder may contain separate indexed tabs or tabbed dividers for the documentation of different categories of training.

### **13. Master Training Plan (MTP).**

13.1. The Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and documentation pertaining to each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

13.2. Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

13.2.1. Unit Specific Orientation Checklist

13.2.2. Job descriptions as identified in AFMAN 36-2108, Atch 33

13.2.3. Dual Channel OJT Concept

13.2.4. Testing procedures for CDCs

13.2.5. Uses of AF Form 623 and Job Qualification Standards (JQS's) (AFI 36-2201)

13.2.6. Performance standards

13.2.7. Master Career Field Education Training Plan (MCFETP)

13.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties

**14. Documentation of Training, The Enlisted Training and Competency Folder.**

14.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all dental personnel (4YOXX's). Training documentation helps to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also aids compliance with all Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. The unit training manager can provide assistance with training documentation.

**15. Documents included in the 4YOXX Training and Competency Folder.**

15.1 To assemble a 4YOXX training record, use a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach a computer generated or typewritten label centered on the front cover entitled, "Enlisted Training and Competency Folder" with the member's full name (last name, first name, middle initial), rank and SSAN. An AFVA 205-15, "PRIVACY ACT STATEMENT" will be placed below the Title and Trainee information. These labels will be centered on the front cover as viewed in the portrait orientation. Other sections of the 6-part folder are discussed in detail in the paragraphs below. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence shown in figure 15-1.

<p><b>ENLISTED TRAINING AND COMPETENCY FOLDER</b>          Jones, William G.          SrA 123-45-6789</p>		
<p><b>PART 1</b>          - Locally required training/skill competency documentation          - AF Form 55-Safety Training          - Initial Dental Orientation          - Certificates of training</p>	<p><b>PART 3</b>          - Mandatory Training          - Qualification Training          - Inservice Training</p>	<p><b>PART 5</b>          - AF Form 2096          - PC III documentation</p>
<p><b>PART 2</b>          - AF Form 623          - CFETP          - AF Form 797 (as required)</p>	<p><b>PART 4</b>          - AETC Form 156 or computer generated student report (if applicable)          - AF Forms 623a          -- Job Description/Performance Standards Review          -- Orientation          -- Training progress</p>	<p><b>PART 6</b>          - Continuing Education record          - National and State Certificates</p>

Figure 15-1, **Organization of the 4YOXX OJT record.**

15.2. Part 1, the first two-pronged section, is located inside the front cover. Locally required training & skills competency documentation is to be maintained in Part 1. This may include BLS instructor training, ergometry testing, quality courses, etc. In addition, AF Form 803, *Report of Task Evaluations*, will be filed in this section, if required.

15.2.1 AF Form 55, *Employee Safety and Health Record*, is also maintained in Part 1. AFI 91-301, *Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program*, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, *On-The-Job Training Record*.

15.2.2. Initial Dental Orientation.

15.3. Part 2, AF Form 623 and Career Field Education and Training Plan (CFETP): Attach the front cover (containing Sections 1-4) of member's current AF Form 623, into Part 2 of the 6-part folder. **Note: Maintenance of AF Form 623 including the CFETP is mandatory for all dental enlisted personnel assigned to dental facilities. Dental personnel not currently assigned to dental facilities must keep their CFETP for future use.** A two part adhesive backed form is available and will be used to document 4Y0XX training in lieu of cardboard folder version of AF Form 623. Place the two-part form on cardstock or similar durable material and place in Part 2 of the Educational Folder. Transfer all information from the old form to the new one. The AF Form 623 must remain on top of the CFETP in Part 2. Ensure all appropriate areas of the form are properly completed before posting in Part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official "cover" of the formal training record.

15.3.1 AF Form 797, *Job Qualification Standard Continuation/Command JQS*. These forms will be used to document training for tasks that are not otherwise documented in the CFETP. AF Form 797 is illustrated in figure 15-2.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS								
TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	CERTIFYING OFFICIAL'S INITIALS	TRAINEE'S INITIALS	CERTIFICATION			COMPLETION DATE
					MAJCOM DIRECTED USE ONLY			
1	Retrieve and send electronic mail. TR: Medical Group Instruction 40-5							
2	Assist in post mortem identifications. TR: Dental Assistant Journeyman CDC 4Y051A							
3	Perform instrument pick up and delivery for dental instrument processing center. TR: Dental Squadron OI 44-17							
TRAINEE NAME JONES, WILLIAM G.								

AF FORM 797, MAY 87 (EF)

Figure 15-2, Sample AF Form 797 documentation.

15.4. Part 3, Mandatory, Qualification, and Inservice Training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training.

15.4.1 Mandatory Training. AF Form 1098, *Special Task Certification and Recurring Training*, documents this training as shown in figure 15-3. Related computer generated products may be used in lieu of the AF Form 1098. Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
BLS Training	1 Apr 97			4	C	Bi-annual	1 Apr 99
Patient Sensitivity	20 Mar 97			P		A	20 Mar 98
Hospital Safety	12 May 97			P		A	12 May 98
QA&I	12 May 97			P		A	12 May 98
Infection Control	12 May 97			P		A	12 May 98
NAME OF TRAINEE (Last, First, Middle Initial)		GRADE		UNIT AND OFFICE SYMBOL			
JONES, WILLIAM G.		SrA		SGD			

AF FORM 1098, APR 85 (EF)

Figure 15-3, **Sample mandatory, recurring training documentation.**

15.4.2. Qualification Training. A Qualification Training Progress Record is located in each volume of the Qualification Training Packages (QTPs). This section documents ongoing completion of QTPs, if applicable as shown in figure 15-4. Air Reserve Component sustainment training will also be documented in this section. Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document. Documentation in reference to radiology or preventive dentistry competency assessments may be maintained in this section.

## Dental Assistant Qualification Training Progress Record

Rank/Name \_\_\_\_\_

(Circle One)

Qualification Upgrade Training to:      **5-Skill Level**    **7-Skill Level**

<i>Volume 2. Clinical Skills - Radiology</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
⑤	1.	1	Adjusting Dental Radiographic Equipment		
⑤	2.	3	Exercising Radiation Safety		
⑤	3A.	5	Exposing Periapical Radiographs Using A Paralleling Technique		
⑤	3B.	7	Exposing Horizontal Bitewing Radiographs Using A Paralleling Technique		
⑤	3C.	10	Exposing Vertical Bitewing Radiographs Using A Paralleling Technique		
⑤	4.	12	Exposing Endodontic Radiographs Using The Bisecting Angle Technique		
⑤	5.	14	Exposing Occlusal Radiographs Using The Bisecting Angle Technique		
⑤	6.	16	Producing Panoramic Radiographs		
⑤	7.	19	Processing, Mounting And Labeling Dental Radiographs		
	8.	21	Duplicating Dental Radiographs		

Figure 15-4, **Sample Qualification Training Progress Record.**

15.4.3. Inservice Training. Inservice training is training that does not award continuing education hours. AF Form 1098s may be used to document inservice training as shown in figure 15-5. This training may include sterilization techniques, tray setup, handpiece maintenance, and dental records management.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
Dental Records Mgmt	1 April 97			1 hour			
Handpiece Maintenance	17 May 97			1 hour			
Sterilization Techniques	17 June 97			2 hours			
NAME OF TRAINEE (Last, First, Middle Initial)		GRADE		UNIT AND OFFICE SYMBOL			
JONES, WILLIAM G.		SrA		SGD			

AF FORM 1098, APR 85 (EF)

Figure 15-5, Sample inservice training documentation.

15.5. Part 4, AF Form 623a, *OJT Training Record Continuation Sheet/Automated product*. This form may be utilized to document all progress of individual training. Figures 15-6, 15-6.1, 15-6.2 are provided as samples.

15.5.1. Document the members entry into upgrade training and periodic evaluations of training progress. Include CDC progress and unit review exercise cards.

15.5.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence. Also, document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623a.

15.5.3. AETC Form 156, *Student Training Report* or computer generated student report. This form documents the level of success, strengths, and weaknesses that a student demonstrated during Technical School. It is mailed to the immediate supervisor shortly after the graduate arrives at his/her duty station. This form is maintained on top of the AF Form 623a until 5-level upgrade training is complete.

*ON-THE-JOB TRAINING RECORD  
CONTINUATION SHEET*

14 Feb 1998

SrA William G. Jones is assigned to the Dental Squadron on this date. I have been assigned as his trainer and will orient SrA Jones to the squadron using the Dental Squadron orientation checklist located in the Master Training Plan dated 17 March 97. An initial interview was accomplished on this date. SrA Jones enjoyed his Dental Squadron orientation and is looking forward to the Medical Group orientation. SrA Jones stated that his goals during the orientation process were to learn as much as possible and to question the trainers when he was not clear as to the training provided. SrA Jones seems to be very enthusiastic about working in the Clinical Dentistry Flight and has expressed his desire to take on any challenges that the trainers have to offer.

//Signed////Signed//  
WILLIAM G. JONES, SrA, USAF      JAMES T. SMITH, SSgt, USAF  
Dental Assistant Apprentice      NCOIC, Clinical Dentistry Flight

27 Feb 1998

A mid-orientation progress check was accomplished on this date. SrA Jones has progressed through the dental clinic orientation dated 17 Mar 97, with little to no difficulty. He completed his review of the Dental Squadron OIs and has begun required reading of applicable Medical Group instructions.

//Signed////Signed//  
WILLIAM G. JONES, SrA, USAF      JAMES T. SMITH, SSgt, USAF  
Dental Assistant Apprentice      NCOIC, Clinical Dentistry Flight

12 Mar 98

SrA Jones has completed all training on the Clinical Dentistry Flight orientation checklist dated 17 Mar 97. A review of the checklist with SrA Jones indicates that he was knowledgeable of all items discussed. SrA Jones stated that he feels comfortable with the training provided and believes that he is ready to be released from orientation. I recommend SrA Jones be released from orientation on this date.

//Signed////Signed//  
WILLIAM G. JONES, SrA, USAF      JAMES T. SMITH, SSgt, USAF  
Dental Assistant Apprentice      NCOIC, Clinical Dentistry Flight

I concur with the recommendation

//Signed//  
JEWEL T. FINISH, MSgt, USAF  
Dental Squadron Superintendent

LAST NAME	FIRST NAME	MIDDLE INITIAL
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**AF FORM 623a MAR 79 PREVIOUS EDITION WILL BE USED**

**Figure 15-6, Sample Orientation Documentation (4Y0XX Model)**

**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

**INITIAL BRIEFING  
(Trainee Orientation)**

\_\_\_\_\_ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, 36-2108, and 36-2201 were covered. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, was explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in your AFSC 4Y0X1 are: (1) Satisfactory completion of CDC 4Y051 A&B; (2) Supervisor certify job qualifications with adequate hands on training; (3) Completion of 7-level school and; (4) Supervisor recommendation for upgrade. Each airman in grades E-1 through E-6 (and SNCO's in retraining status) have an AF Form 623, and CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFI 36-2108 mandatory requirements for upgrade, and core task requirements. In the JQS there is a space for both the supervisor and the trainee to initial to certify training is complete. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE**

\_\_\_\_\_  
**TRAINEE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
LAST NAME    FIRST NAME    MIDDLE INITIAL

**AF FORM 623a MAR 79 PREVIOUS EDITION WILL BE USED**

**Figure 15-6.1, Sample Initial Upgrade Training Briefing**

**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

***TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)***

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).
2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)
  - \_\_\_\_\_ a. Read "Your Key to a Successful Course."
  - \_\_\_\_\_ b. Make all required course corrections and return entire package to your supervisor.
  - \_\_\_\_\_ c. When you are issued your first volume you will read and study the volume, chapter, and answer the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
  - \_\_\_\_\_ d. Supervisor will check URE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
  - \_\_\_\_\_ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE. The URE is a teaching device and must be administered as open book exercises. All scores less than 100 percent require review training.
  - \_\_\_\_\_ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
  - \_\_\_\_\_ g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course.
  - \_\_\_\_\_ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.
5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFI 36-2108, your supervisor will initiate upgrade action on you.

\_\_\_\_\_  
***SUPERVISOR'S SIGNATURE***

\_\_\_\_\_  
***TRAINEE'S SIGNATURE***

\_\_\_\_\_  
***DATE***

\_\_\_\_\_  
LAST NAME    FIRST NAME    MIDDLE INITIAL

**AF FORM 623a MAR 79      PREVIOUS EDITION WILL BE USED**

Figure 15-6.2, **Sample Upgrade Documentation** (4Y0XX Model)

15.5.4 An AF Form 623a defines the member's job description and performance standard. Note: An AF Form 623a overprint/automated product may be used to document both supervisor/subordinate reviews as shown in figure 15-7.

<b>ON - THE - JOB TRAINING RECORD CONTINUATION SHEET</b>		
<p>23 Jul 97 I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.</p> <p>//Signed// WILLIAM G. JONES, SrA, USAF Dental Assistant Apprentice</p>		
<p>23 Jul 97 SrA Jones has completed his review of his job description and performance standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time SrA Jones has no questions or concerns.</p> <p>//Signed// JOHN T. SMITH, TSgt, USAF OJT Trainer, Clinical Dentistry Flight</p>		
LAST NAME	FIRST NAME	MIDDLE INITIAL

**AF FORM 623a MAR 79      PREVIOUS EDITION WILL BE USED**

Figure 15-7, **Sample job description/performance standards review** (4Y0X1 Model).

15.6. Part 5, AF Form 2096, *Classification On-The-Job Training Action*. This form will be used to document official training actions, i.e. award of skill level, training status changes and decertifications. NOTE: A PC III automated document may be substituted for AF Form 2096.

15.7. Part 6, Continuing Education. Any continuing education directly related to the practice of dentistry which would be approved for continuing education hours by the National Boards for Dental Assisting and Dental Laboratory Technicians.

15.7.1. Maintain a copy of state and national certification certificates, certificates of training and other supporting documentation for Certified Dental Assistants, Registered Hygienists, and Certified Dental Laboratory Technicians.

